

City of Marlborough Public Meeting Posting

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Meeting Name: City Council Finance Committee

2023 OCT -5 PM 4:12

Date: October 16, 2023

Time: 7:00 PM

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

This meeting will be held in the City Council Chamber. Public attendance is permitted. The meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city's website, home page (www.marlborough-ma.gov).

07-24-2023—Order No.23-1008938: Communication from Mayor Vigeant, Together with proposed amendments to the City Code Chapter 125, Personnel §6 Salary Schedule and Proposed Job Descriptions pursuant to Chapter 125, Personnel §5 Preparation of Classification Descriptions relative to positions for the Public Library, Assessors Office and Public Facilities. Suspension to advertise as required was approved on October 2, 2023.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.

Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.



IN CITY COUNCIL

Marlborough, Mass., JULY 24, 2023

ORDERED:

That the Proposed Amendments to the City Code, Chapter 125 "Personnel", §6 "Salary Schedule" and Proposed Job Descriptions pursuant to Chapter 125, "Personnel", §5 "Preparation of Classification Descriptions relative to positions for the Public Library, Assessors Office, and Public Facilities, be and is herewith referred to the **FINANCE COMMITTEE**.

October 2, 2023

*Suspension To advertise
as required.*

ADOPTED

*Per Chair Irish
Finance Committee*

ORDER NO. 23-1008938

cc: Councilors

maebates

10/2/23

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IN CITY COUNCIL

Marlborough, Mass., JULY 24, 2023

ORDERED:

That the Proposed Amendments to the City Code, Chapter 125 "Personnel", §6 "Salary Schedule" and Proposed Job Descriptions pursuant to Chapter 125, "Personnel", §5 "Preparation of Classification Descriptions relative to positions for the Public Library, Assessors Office, and Public Facilities, be and is herewith referred to the **FINANCE COMMITTEE**.

ADOPTED

ORDER NO. 23-1008938



City of Marlborough Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2023 JUL 20 AM 11:50

Arthur J. Vigeant
MAYOR

Patricia M. Bernard
CHIEF OF STAFF

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

Failyn Bratica
EXECUTIVE ADMINISTRATOR

July 20, 2023

Council President Ossing
Marlborough City Council
140 Main Street
Marlborough, MA 01752

RE: Various City Position Changes

Honorable President Ossing and Councilors,

Enclosed for your review and approval are multiple proposed requests to amend Ch. 125 Personnel and/or approve job descriptions, as follows:

The **Marlborough Public Library** would like to add two new non-union positions: Head of Adult Services and Technology and a Programming and Outreach Librarian. Enclosed are proposed job descriptions and salary ordinance amendment for your review. In addition, enclosed is a salary ordinance amendment to increase the Library Pages (non-union) hourly rate from \$10.77 to \$15.00 to be aligned with the state's minimum wage.

The **Assessor's office** is requesting to change the Senior Assessor (union) position from 35 to 40 hours per week at the same hourly rate that they currently receive. The MMEA has agreed to this change and it falls within the parameters of Article 8 of the Collective Bargaining Agreement.

Public Facilities is requesting to increase the hourly salary by \$2.50 for the city's Houseworkers to closer align with the School Houseworkers. Currently, the city Houseworker's rate is \$5.52 lower at \$17.80, while the School Houseworker's rate is \$23.32. We can't absorb a \$5.00 rate increase but suggest management look at planning another adjustment in FY25. The additional city Houseworkers for the Library will not be hired until next month since the Library is behind schedule. Enclosed is a salary ordinance amendment.

In addition, **Public Facilities** will add a Plumber at the prior FY23 head electrician salary of \$34.34 per hour rate. Please note that there was no salary schedule or job description on file for this position. Enclosed is a salary ordinance amendment and draft job description as well as

comparable salaries. The future administration should look at the trade positions and complete a full salary review prior to negotiating new collective bargaining agreements.

Appropriate department heads will attend a future meeting to discuss these requests.

Sincerely,



Arthur G. Vigeant
Mayor

Encs.



City of Marlborough
Marlborough Public Library
255 Main Street
Marlborough, MA 01752
Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
Library Director

Dear Mayor Vigeant,

Below are the proposed new positions and the functions they will be providing to the Marlborough community. Both positions will be non-union.

Head of Adult Services/Technology:

This position supervises the Adult Services Department and requires a master's degree in Library Science. They are our liaison to the City IT department and part of the Library supervisory team. This person will provide technology help in the form of one-on-one and group classes. They oversee all services and staff relating to adults including booking study rooms and using the equipment in each space, exam proctoring, digital resources, local history, library website, ordering materials and more. This person will investigate the viability of emerging technology for the library including material pickup lockers, book vending machines, 3D printers and other makerspace related technology. They will also staff the public information desk.

Programming and Outreach Librarian:

This position is within the Adult Services department and requires a master's degree in Library Science. This person will oversee organizing, leading, and promoting programming for adults. They will partner with city departments and other local organizations to offer a variety of diverse programs for the community including but not limited to ESL programming, speaker series, art exhibits, local book clubs. They will work with other staff to lead programs as well which will be more maker focused. They will also oversee organizing community outreach including our home delivery program. They will also staff the public information desk.

I would be happy to answer any questions you may have.

Thank you for your consideration.

Sara Belisle

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position: Head of Adult Services/Technology (40 hours per week)

Position: Programming and Outreach Librarian (40 hours per week)

STEP/LEVEL		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Effective Upon Passage	Start	6 months of service	1 year of service	2 years of service	3 years of service	4 years of service	5 years of service
Head of Adult Services /Technology	HOURLY RATE:	\$29.3125	\$29.8986	\$30.4966	\$31.1034	\$31.7284	\$32.3620	\$33.0135
Programming and Outreach Librarian	HOURLY RATE:	\$25.8990	\$26.4178	\$27.4798	\$28.0332	\$28.5957	\$29.1668	\$29.74663

II. This ordinance shall supersede and replace any existing rate for said position(s) (if applicable) in the current salary schedule.

ADOPTED
In City Council
Order No. 23-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new positions of Head of Adult Services/Technology and Programming and Outreach Librarian (attached hereto), BE AND IS HERewith APPROVED.

ADOPTED
In City Council
Order No. 23-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

CITY OF MARLBOROUGH

HEAD OF ADULT SERVICES AND TECHNOLOGY

DEFINITION

Under the supervision of the Library Director, directs and supervises all activities of the Adult Services Department and available technology in the library. Actively promotes and provides exemplary programming and services for adults in a vibrant, multi-cultural community.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises the Adult Services department which includes Programming and Outreach librarian and Part-Time Reference Librarians.
- Responsible for service outcomes at the 1st floor Information Desk. Promotes and provides exemplary customer service to patrons and staff. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Responsible for the overall suite of digital resources and services.
- Plans and executes marketing, materials for programs, and services as they related to the Adult Services department. Including but not limited to: technology classes, exam proctoring, and one-on-one technology help.
- Works with IT Department to maintain and enhance library technology, including managing users and equipment, documenting existing systems, serving as liaison to IT Department and technology vendors (such as CW Mars Library Network and various database vendors). Monitors computer problems, fixes, responds, or escalates as needed.
- Assists with the Library's website, social media, email newsletter, and other platforms.
- Oversees with collection management for the adult collection which includes selecting materials and maintaining the collection with weeding and shelf reading.
- Oversees reader's advisory services for adults.
- Oversees the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations.
- Oversees community use of the library study rooms and technology within.
- Develops technology competencies for staff and manages staff training of library technology.
- Investigates the viability of emerging technologies and stays abreast of trends in libraries.
- Serves as a member of the library supervisory team.
- Helps promote library services outside the library through community outreach initiatives.
- Explains library policies and procedures.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps fellow supervisors and/or library administration informed of any problematic situation.
- Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- Covers for other departments as necessary or assigned.
- Follows safe work practices.
- Other projects as directed or assigned.

SUPERVISION RECEIVED

Works under the direction of the Library Director and Assistant Director. May be periodically required to report on department achievements.

SUPERVISION EXERCISED

The Head of Adult Services and Technology responsible for the direction and success of one full-time and up to 3 part-time staff. Responsible for creating workflow and departmental procedures, coaching staff, recommending individual goals, and developing plans for achieving short and long-range objectives.

JUDGMENT

The work requires examining analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a library. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Protects confidentiality of patron records according to library policy and Mass General Law.

EDUCATION AND EXPERIENCE

Master's in library science from an accredited program. 1-3 years of public library experience. Prior supervisory experience desirable.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of reference and library services. Library automation, library technologies and collection development.

Abilities: Ability to communicate effectively and clearly. Ability to multi-task and manage conflict. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to analyze and interpret job requirements and carry out assigned projects to their completion. Ability to maintain confidential and sensitive information. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments. Ability to meet deadlines. Ability to work independently.

Skills: Excellent interpersonal skills and emotional intelligence. Strong communication, problem solving and computer skills.

WORK ENVIRONMENT

The work is performed in an office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of a library environment, including sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to forty (40) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.

CITY OF MARLBOROUGH

PROGRAMMING AND OUTREACH LIBRARIAN

DEFINITION

Under the supervision of the Head of Adult Services and Technology, provides a variety of programming and informational services for the public with a focus on adults. Actively promotes and provides exemplary customer services and outreach services in a vibrant, multi-cultural community.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promotes and provides exemplary customer service to patrons and staff at 1st floor Information Desk. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Plans and executes active and passive programming for adults. Including but not limited to: speaker series, ELL programming, maker programs, art exhibits, staff led book clubs and summer reading.
- Responsible for the marketing and outcomes of programming for adults following the branding guidelines set by the library.
- Promotes library services outside the library through community outreach initiatives. Including but not limited to: home delivery, attending community events, local book clubs, and partnering with city organizations.
- Assists with the Library's website, social media, email newsletter, and other platforms.
- Assists with collection management for the adult collection, which includes selecting materials and maintaining the collection with weeding and shelf reading.
- Promotes, advises and assists patrons in selecting, locating, and utilizing library resources.
- Instructs the public in the use of the library catalog, digital resources, and technology.
- Provides reader's advisory services for adults.
- Assists with the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations.
- Stays abreast of current library trends in relation to programming and outreach services.
- Troubleshoots public and staff computers and other library technology.
- Explains library policies and procedures.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps fellow supervisors and/or library administration informed of any problematic situation.
- Participates in long range planning process for the library, including recommending changes or improvements and develops new types of service and operations.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- May act as supervisor in absence of department head.
- Covers for other departments as necessary or assigned.
- Follows safe work practices.
- Other duties as directed or assigned.

SUPERVISION RECEIVED

Works under the direction of the Head of Adult Services and Technology. Responsible for the reporting of program statistics, partnerships made, and other achievements.

SUPERVISION EXERCISED

None

JUDGMENT

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be complex or conflicting.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to a library. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services, and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Protects confidentiality of patron records according to library policy and Mass General Law.

EDUCATION AND EXPERIENCE

Master's in library science from an accredited program. 1 year of public library experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of reference and library services. Library automation, library technologies and collection development.

Abilities: Ability to communicate effectively and clearly. Ability to multi-task and manage conflict. Leadership ability and a high degree of motivation, initiative, and resourcefulness. Ability to analyze and interpret job requirements and carry out assigned projects to their completion. Ability to maintain confidential and sensitive information. Ability to maintain good public relations and to maintain effective collaborative working relationships with other departments. Ability to meet deadlines. Ability to work independently.

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WORK ENVIRONMENT

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Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.



City of Marlborough
Marlborough Public Library
 255 Main Street
 Marlborough, MA 01752
 Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
 Library Director

Comparison of similar positions

	Head of Adult Services/Tech			Programming Librarian				
Beverly	\$59,951		\$71,945	\$33,451	-	\$55,764		
Billerica	\$58,822	-	\$80,371	\$46,319	-	\$63,281		
Braintree	N/A	-		\$54,709	-	\$63,427		
Everett	N/A			\$56,365	-	\$66,976		
Fitchburg	\$57,038	-	\$73,327	\$47,756	-	\$62,080		
Framingham	\$55,892	-	\$84,939	\$44,681	-	\$64,337		
Leominster	N/A	-	N/A	\$57,384	-	\$74,074		
Marlborough		-			-			
Natick	\$66,193	-	\$76,549	\$58,094	-	\$69,942		
Salem	\$53,580		\$55,692	28683 (PT)	-	45700 (PT)		
Shrewsbury	\$54,545	-	\$73,637	\$49,576	-	\$66,939		
Westfield	\$39,985		\$46,664	\$34,270	-	\$40,950		
Woburn	N/A		N/A	\$47,684	-	\$59,095		
AVERAGE SALARIES		\$55,751		\$70,390		\$48,208.09		\$62,442.27

Head of Adult Services/Technology

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7/MAX
	6					
Start	months	1 year	2 years	3 years	4 years	5 years
\$60,970	\$62,189	\$63,433	\$64,695	\$65,995	\$67,313	\$68,668
\$33.50	\$34.17	\$34.85	\$35.55	\$36.26	\$36.99	\$37.73

Programming and Outreach Librarian

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7/MAX
	6					
Start	months	1 year	2 years	3 years	4 years	5 years
\$53,870	\$54,949	\$57,158	\$58,309	\$59,479	\$60,667	\$61,873
\$29.60	\$30.19	\$31.41	\$32.04	\$32.68	\$33.33	\$34.00

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Library Page	Upon Passage				\$15.00 Per Hour.

II. This ordinance shall supersede and replace any existing rate for said position(s) (if applicable) in the current salary schedule.

ADOPTED
In City Council
Order No. 23-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:



City of Marlborough
Marlborough Public Library
255 Main Street
Marlborough, MA 01752
Phone 508-624-6900 FAX 508-485-1494

Sara Belisle
Library Director

5/2/2023

Dear Mayor Vigeant,

I am requesting that the Library Page non-union position pay be raised from \$10.56 an hour to \$15.00. This will bring this position up to state minimum wage. The library has been having trouble attracting applications for this position and I believe that increasing the pay to minimum wage will help with this.

This position reshelves all library materials, helps manage our returns, assists with filling requests for library materials, and a variety of other tasks as assigned. It is an integral part of daily library operations.

Please let me know if you have any questions that I can assist with.

Sincerely,

Sara Belisle

CITY OF MARLBOROUGH



SALARY TABLES

EFF. DATE 07/01/2023 **GROUP/BU** CNOA NON-AFFILI PAGE 2.00000% **DESCRIPTION** LIBRARY PAGE **PAY BASIS** H HOURLY **FREQUENCY** B BIWEEKLY **CALC PERIODS** 01 26.0000 **HRS/ PERIOD** .00 **HRS/ YEAR** .00 **USE PCT** N
 Change was made by 2.00000%
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	10.7165	0.0000	0.00	0.00
01	0.0000	11.2136	0.0000	0.00	0.00
02	0.0000	11.6657	0.0000	0.00	0.00
03	0.0000	12.1329	0.0000	0.00	0.00

07/01/2023 CNOA NON-AFFILI PASS **PRIN ASSESSOR** A ANNUAL 11 26.0000 8.00 80.00 10.00 2080.00 260.00 N
 Change was made by 2.00000%
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	49.2440	393.9523	3,939.52	102,427.61
02	0.0000	50.2288	401.8303	4,018.30	104,475.88
03	0.0000	51.2339	409.8709	4,098.71	106,566.43
04	0.0000	52.2581	418.0653	4,180.65	108,696.98
05	0.0000	53.3034	426.4268	4,264.27	110,870.97
06	0.0000	54.3694	434.9553	4,349.55	113,088.39
07	0.0000	55.4569	443.6553	4,436.55	115,350.37

07/01/2023 CNOA NON-AFFILI PERD **PERSONNEL DIREC** A ANNUAL 11 26.0000 8.00 80.00 10.00 2080.00 260.00 N
 Change was made by 2.00000%
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	48.2285	385.8283	3,858.28	100,315.37
02	0.0000	49.1935	393.5479	3,935.48	102,322.46
03	0.0000	50.1771	401.4170	4,014.17	104,368.43
04	0.0000	51.1805	409.4444	4,094.44	106,455.55
05	0.0000	52.2043	417.6345	4,176.34	108,584.97
06	0.0000	53.2484	425.9872	4,259.87	110,756.67
07	0.0000	54.3134	434.5070	4,345.07	112,971.81

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position		Step 0	Step 1	Step 2	Step 3 Maximum
Houseworker	Effective upon Passage	\$20.3096	\$21.0214	\$21.7623	\$22.5333 Per Hour.

II. This ordinance shall supersede and replace any existing rate for said position(s) (if applicable) in the current salary schedule.

ADOPTED
In City Council
Order No. 23-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

Houseworker - City Step/Level	Current Hourly Rate	8 hours Daily Rate	80 hours Period Salary	2080 hours Annual Salary
0	17.8096	142.4767	1,424.77	37,043.93
1	18.5214	148.1711	1,481.71	38,524.49
2	19.2623	154.0980	1,540.98	40,065.47
3	20.0333	160.2656	1,602.66	41,669.06

Houseworker - City Step/Level	Proposed Hourly Rate	Daily Rate	Period Salary	Annual Salary
0	20.3096	162.4768	1,624.77	42,243.97
1	21.0214	168.1712	1,681.71	43,724.51
2	21.7623	174.0984	1,740.98	45,265.58
3	22.5333	180.2664	1,802.66	46,869.26

School Custodial Houseworker Step/Level	Current Hourly Rate	8 Hours Daily Period	80 hours Period Salary	2080 hours Annual Salary
0	22.2759	178.2072	1782.07	46333.86
3	23.3255	186.6044	1866.04	48517.14

Plumber & Electrician		8 hours	80 hours	2080 hours	
Step/Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary	
	0	34.3450	274.7595	2,747.60	71,437.47

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6, the following:

Position	Effective Date	Minimum	Step 1	Step 2	Maximum
Plumber (40 hours per week)	Upon Passage				\$34.3450 Per Hour.

II. This ordinance shall supersede and replace any existing rate for said position(s) (if applicable) in the current salary schedule.

ADOPTED
In City Council
Order No. 23-XXX
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

ORDERED:

That pursuant to City Code Chapter 125 (Personnel), Section 125-5 (Preparation of Classification Descriptions), the job description for the new position of Plumber (attached hereto), BE AND IS HEREWITH APPROVED.

ADOPTED
In City Council
Order No. 23-
Adopted

Approved by Mayor
Arthur G. Vigeant
Date:

A TRUE COPY
ATTEST:

Patricia Bernard

From: John Harmon
Sent: Friday, May 12, 2023 2:48 PM
To: Patricia Bernard
Subject: Plumber

Good afternoon,

The clerks office did not find anything showing a salary schedule being created, or job description adopted for the position of Plumber.

Respectfully,

John

Get [Outlook for iOS](#)

CITY OF MARLBOROUGH
DEPARTMENT OF PUBLIC WORKS
PLUMBER

POSITION PURPOSE

The Plumber will install, remove, and maintain plumbing systems including piping fixtures, fixed appliances, ventilation systems, drainage, sanitary fixtures and heating systems. As well as collaborate with and be actively involved with all Department of Public Works related activities.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Installs, removes, and maintains plumbing systems including piping fixtures, fixed appliances, ventilation systems, drainage, sanitary fixtures and heating systems;
- Maintains necessary working permits and records;
- Orders necessary materials and supplies.
- Confers with supervisors and department personnel to determine scheduling and time to complete a project, the work to be accomplished;
- Plans and schedules repairs.
- Repairs hot water tanks and systems to ensure that proper construction, regulation, and safety requirements are met;
- Ascertain sufficient tank pressure and efficiency;
- Checks valves, gauges and shut offs to ensure parts are in proper working condition.
- Engages in the installation of assigned building drainage connections to sewerage systems by following local regulations and guidelines.
- Selects appropriate materials to be used for jobs and estimates costs incurred;
- Reads and interprets blueprints and shop drawings. Responds to emergency calls and takes appropriate action. Repairs water pipes and makes necessary connections;
- Maintains plumbing systems;
- Repairs and replaces defective and leaky water and drainpipes.
- Repairs and replaces valves, faucets, sinks, bubblers, tanks, and fixtures. Replaces gaskets, washers;
- Opens clogged drains; attaches pipe assemblies to walls. Assembles, bolts, or solders valves, coupling, pipe sections and other parts. Connects plumbing fixtures to outlets and seals connections. Performs other manual duties related to the plumbing trade.
- Performs all other duties as required.

SUPERVISION RECEIVED

Under the direction of the Director of Public Works, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of work progress and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

SUPERVISION EXERCISED

The employee is not responsible for the regular supervision of other department employees. The employee shall, at all times, utilize any special written instructions, safety precautions, training, or protective gear as required.

ACCOUNTABILITY

The nature of the required work or the operation of potentially dangerous equipment increases the probability that the consequences of errors, missed deadlines or poor judgment may include significant waste of material, damage to buildings, equipment, and danger to public safety and/or personal injury. The employee is responsible to make every effort to avoid these consequences.

OCCUPATIONAL RISK

Essential functions regularly present potential risk of injury commonly found in the plumbing trade.

JUDGMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

WORK ENVIRONMENT

The employee constantly performs work indoors/outdoors on a variety of public works projects. Employee is frequently exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. Some work may occur in confined spaces requiring portable lighting. Work is continually performed indoors/outdoors, regardless of weather conditions. Employee may be required to work beyond normal business hours at nights and/or on weekends in response to natural or man-made emergencies on a 24-hour basis, 365 days per year.

EDUCATION AND EXPERIENCE

Applicant must possess a current and valid Masters Plumber's License issued through the Commonwealth of Massachusetts Division of Registration by the Board of State Examiners of Plumbers and Gas Fitters at the time of application.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of plumbing, federal, state, and local laws. Practical knowledge of best practices and general computer applications.

Abilities: Ability to understand and follow written and oral directions and adhere to safety precautions to perform duties in an efficient, safe manner often under adverse weather conditions.

Skills: Fine motor skill to operate department tools and equipment required to perform position duties in a safe and efficient manner.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Duties require frequent and extended periods of inside/outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 100 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust, chemicals, solvents, paint grease/oil, fumes; electrical and mechanical hazards, vibration and noise, work with machinery; mobility, vision, hearing, dexterity and use of hands and legs appropriate to the duties to be performed.

Motor Skills: Essential functions involve close hand, eye coordination, and physical dexterity. In addition, the job requires minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.

In-House Plumber (2023)				
Community	Annual Salary	Rate/Hr	FTE #	Additional Notes
Beverly	\$ 62,540	\$30.07/hr	1	
Braintree	\$ 52,686	\$25.33/hr	1	
Everett	\$ 75,483	\$36.29/hr	1	Maintence Mechanic/Plumber on Housing Authority buildings
Fitchburg	\$ 98,332	\$47/hr	1	Grade 7, Step 10
Holyoke			0	
Leominster			0	
Salem			0	
Westfield			0	
Avg	\$ 72,260	\$34.67/hr		

Updated as of 7/19/23

Holyoke, Salem, Westfield and Leominster outsource most of this work if Maintenance team cannot take care of it...