

## **CURRENT WAGE CHART:**

The Town uses the following Position and Pay Grade Schedule:

- **Grade 1** - \$24,086 - \$30,134 or \$11.54 - \$14.44
- **Grade 2** - \$27,081 - \$34,087 or \$13.87 - \$18.03
- **Grade 3** - \$33,172 - \$43,119 or \$15.89 - \$20.66
- **Grade 4** - \$37,113 - \$48,249 or \$17.78 - \$23.12
- **Grade 5** - \$41,369 - \$53,774 or \$19.82 - \$25.77
- **Grade 6** - \$50,912 - \$66,191 or \$24.39 - \$31.72
- **Grade 7** - \$56,233 - \$73,105 or \$26.94 - \$35.05

### **Town Hall Administration**

<b>Position</b>	<b>Hourly</b>	<b>Annually</b>
Clerical Worker	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134
Administrative Assistant	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Water & Sewer Clerk	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Town Clerk	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249
Office Manager	\$19.82 - \$25.77	Grade 5 - \$41,369 - \$53,774
Town Planner	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191
Town Manager	\$26.94 - \$35.05	Grade 7 - \$56,233 - \$73,105

### **Department of Public Works**

<b>Position</b>	<b>Hourly</b>	<b>Annually</b>
Parks Groundskeeper	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134
Municipal Service Worker I	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087
Municipal Service Worker II	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Crew Leader	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249
Superintendent of Public Works	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191

### **Department of Water and Wastewater**

<b>Position</b>	<b>Hourly</b>	<b>Annually</b>
Operator Trainee	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087
Operator I	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119
Operator II	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249
Superintendent of Utilities	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191

U.S. Bureau of Labor Statistics – May 2018 (Cumberland, MD). Each position's pay range is capped at a 30% increase, from base-pay.

**PROPOSED WAGE CHART and COMPARISON:**

**Town Hall Administration**

<b>Position</b>	<b>Current Hourly</b>	<b>Current Annually</b>	<b>Proposed Hourly</b>	<b>Proposed Annually</b>
Clerical Worker	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134	\$13.25 - \$19.76	\$27,560 - \$41,093
Administrative Assistant	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$13.25 - \$24.06	\$27,560 - \$50,045
Water & Sewer Clerk	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$14.57 - \$27.05	\$30,306 - \$56,264
Town Clerk	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249	\$17.71 - \$32.89	\$36,837 - \$68,411
Office Manager	\$19.82 - \$25.77	Grade 5 - \$41,369 - \$53,774	\$18.70 - \$34.71	\$38,896 - \$72,197
Town Planner	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191	\$26.63 - \$49.45	\$55,390 - \$102,856
Town Manager	\$26.94 - \$35.05	Grade 7 - \$56,233 - \$73,105	\$30.76 - \$57.12	\$63,980 - \$118,810

**Department of Public Works**

<b>Position</b>	<b>Current Hourly</b>	<b>Current Annually</b>	<b>Proposed Hourly</b>	<b>Proposed Annually</b>
Parks Groundskeeper	\$11.54 - \$14.44	Grade 1 - \$24,086 - \$30,134	\$13.25 - \$21.27	\$27,560 - \$44,241
Municipal Service Worker I	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087	\$13.87 - \$25.77	\$28,850 - \$53,602
Municipal Service Worker II	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$13.87 - \$25.77	\$28,850 - \$53,602
Crew Leader	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249	\$18.80 - \$34.91	\$39,104 - \$72,613
Superintendent of Public Works	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191	\$23.98 - \$44.54	\$49,878 - \$92,643

**Department of Water and Wastewater**

<b>Position</b>	<b>Current Hourly</b>	<b>Current Annually</b>	<b>Proposed Hourly</b>	<b>Proposed Annually</b>
Operator Trainee	\$13.87 - \$18.03	Grade 2 - \$27,081 - \$34,087	\$13.25 - \$20.44	\$27,560 - \$42,515
Operator I	\$15.89 - \$20.66	Grade 3 - \$33,172 - \$43,119	\$15.85 - \$29.43	\$32,968 - \$61,214
Operator II	\$17.78 - \$23.12	Grade 4 - \$37,113 - \$48,249	\$15.85 - \$29.43	\$32,968 - \$61,214
Superintendent of Utilities	\$24.39 - \$31.72	Grade 6 - \$50,912 - \$66,191	\$23.98 - \$44.54	\$49,878 - \$92,643

## Back-up Information on New Wage Chart:

### **Town Administration**

<b>Position</b>	<b>DOL Occupational Title</b>	<b>Hourly</b>	<b>Annually</b>
Clerical Worker	Receptionist & Information Clerk	\$13.25 - \$19.76	\$27,560 - \$41,093
Administrative Assistant	Administrative Assistant	\$13.25 - \$24.06	\$27,560 - \$50,045
Water & Sewer Clerk	Bill & Accounts Collector	\$14.57 - \$27.05	\$30,306 - \$56,264
Town Clerk	Tax Collector & Revenue Agent	\$17.71 - \$32.89	\$36,837 - \$68,411
Office Manager	First-Line Supervisor	\$18.70 - \$34.71	\$38,896 - \$72,197
Town Planner	Urban Planner	\$26.63 - \$49.45	\$55,390 - \$102,856
Town Manager	General & Operations Manager	\$30.76 - \$57.12	\$63,980 - \$118,810

#### 43-4171 Receptionists and Information Clerks

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service" (43-2011).

#### 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).

#### 43-3011 Bill and Account Collectors

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account, preparing statements to credit department if customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts.

#### 13-2081 Tax Examiners and Collectors, and Revenue Agents

Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.

#### 43-1011 First-Line Supervisors of Office and Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers.

#### 19-3051 Urban and Regional Planners

Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.

#### 11-1021 General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.

## Department of Public Works

Position	DOL Occupational Title	Hourly	Annually
Parks Groundskeeper	Groundskeeping Worker	\$13.25 - \$21.27	\$27,560 - \$44,241
Municipal Service Worker I & II	Maintenance & Repair Worker	\$13.87 - \$25.77	\$28,850 - \$53,602
Crew Leader	Maintenance Worker	\$18.80 - \$34.91	\$39,104 - \$72,613
Superintendent of Public Works	First-Line Supervisor	\$23.98 - \$44.54	\$49,878 - \$92,643

### 37-3011 Landscaping and Groundskeeping Workers

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. Excludes "Farmworkers and Laborers, Crop, Nursery, and Greenhouse" (45-2092).

### 49-9071 Maintenance and Repair Workers, General

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of a building in repair. Duties may involve pipe fitting; HVAC maintenance; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. Excludes "Facilities Managers" (11-3013) and "Maintenance Workers, Machinery" (49-9043).

### 49-9043 Maintenance Workers, Machinery

Lubricate machinery, change parts, or perform other routine machinery maintenance. Excludes "Maintenance and Repair Workers, General" (49-9071).

### 49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers

Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders.

## Department of Water & Wastewater

Position	DOL Occupational Title	Hourly	Annually
Operator Trainee	Helper	\$13.25 - \$20.44	\$27,560 - \$42,515
Operator I & II	Treatment Plant & System Operators	\$15.85 - \$29.43	\$32,968 - \$61,214
Superintendent of Utilities	First-Line Supervisor	\$23.98 - \$44.54	\$49,878 - \$92,643

### 51-9198 Helpers--Production Workers

Help production workers by performing duties requiring less skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment. Apprentice workers are classified in the appropriate production occupations (51-0000).

### 51-8031 Water and Wastewater Treatment Plant and System Operators

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

### 51-1011 First-Line Supervisors of Production and Operating Workers

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.