



Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE
139 Main Street • PO Box 275
Rowley, MA 01969

Phone (978) 948-2372
Fax (978) 948-8202
debbie@townofrowley.org

Personnel Advisory Committee Agenda
October 3, 2022
Town Hall
139 Main Street, Rowley, Massachusetts
11:00 a.m.

- 1) Call meeting to order
- 2) 11:00 a.m. Appointment* - Fire Chief Mark Emery to discuss Fire Chief position and salary survey
- 3) Discuss Personnel policies
- 4) Discuss routine administrative update to job descriptions
- 5) Review Water Department job descriptions
 - a) Chief Operator Water Treatment (Proposed new title: Primary Water Treatment Plant Operator)
 - b) Water Treatment Operator 1 / Assistant Chief Operator (Proposed new title: Secondary Treatment Operator)
 - c) Distribution Working Foreman (Proposed new title: Primary Distribution Operator)
 - d) Distribution Utility Maintenance Laborer (Proposed new title: Maintenance Laborer)
 - e) Administrative Assistant
- 6) Vacation carry-over requests
- 7) Personnel Officer Update
- 8) Minutes
- 9) Discuss/set next meeting dates
- 10) Adjourn

2022 SEP 28 PM 2:26
TOWN OF ROWLEY
TOWN CLERK

*Indicates approximate time.