



L. W. BILLS COMPANY^{TMSM}
DIVISION OF B & B ENGINEERING CORPORATION
7-9 Park Street, PO Box 7
Georgetown, MA 01833-0007
(978) 352-6660 - fax (978) 352-6639
office@lwbills.com - www.lwbills.com
ESOP Since 2014

DISCRETIONARY COMPENSATION AND BENEFITS:
After successful completion of 90 day probationary period.

- Employer Paid Health Care/Insurance
- 100% Company Paid
25,000.00 Life Insurance Policy
Accidental Death and Dismemberment
Will Preparation Services - Employee Assistance Program - Vision Care Discounts
- 100% Company Paid - Health Insurance
Always Health Partners HMO or PPO
- 100% Company Pair - Medical Deductible Reimbursement
- 60% Employer Paid - Health Care/Insurance
Dental- Enhanced Plan
Long- and Short-Term Disability Plan
- Medical Flexible Spending Accounts
Fees paid 100% by the company
Employee contribution is pretax through weekly payroll deductions
- Voluntary Insurance
Additional Insurance Available
- ESOP: B & B Engineering Employee Stock Ownership Plan
For employees with 500 or more hours annually
- 401k Savings Retirement Plan
Employer Matching Contribution into 401k - Currently 50% Match up to 7%
- 40 Paid Sick Hours-Time accrued over the allowed 40 hour carryover paid out at current rate of pay
- Overtime Available for Full-Time Technicians
- Paid Vacation (Based on Length of Service, Two Weeks in the First Year)

- 11+ Paid Holidays
- Company Bonus – Based on Annual Performance and Company Success
- Uniforms for all Technicians
- Cell Phones or Phone Stipend
- Company Service Van for On Call Technicians
- Company Outings/Events



L. W. BILLS COMPANY^{TMSM}

DIVISION OF B & B ENGINEERING CORPORATION

7-9 Park Street, PO Box 7

Georgetown, MA 01833-0007

(978) 352-6660 - fax (978) 352-6639

office@lwbills.com - www.lwbills.com

ESOP Since 2014

April 15, 2021

L.W. Bills Company is Growing!!!

Thank you so much for speaking with me regarding our growing needs. As I mentioned L.W. Bills Company is looking to hire a number of positions this year. I have enclosed information on 2 of the most pressing positions we are looking to fill.

Included in the packet is a short description of the position of Director of Administration/Engineering and the position of Office Manager. I have also included a detailed description of the positions as well as a company information sheet and list of company benefits. Please feel free to distribute the information to any qualified candidates!

L.W. Bills Company offers an excellent benefit package, including **100%** health insurance for single/family, ownership in an employed owned company, plus much more. Starting salary and salary range will be negotiated depending upon qualifications.

A resume and cover letter can be sent to:

L.W. Bills Company
PO Box 7
Georgetown, MA 01833
Email: jdinwiddie@lwbills.com.

A prompt response is greatly appreciated. L.W. Bills Company is an equal opportunity employer.

If you would like more copies, please feel free to contact Janice at jdinwiddie@lwbills.com and she will get them mailed out to you. Thank you again for your assistance, it is greatly appreciated.

Sincerely,

Phil Stevens

Phil Stevens
Committee Board Member

PS/jed



L. W. BILLS COMPANY^{TMSM}
DIVISION OF B & B ENGINEERING CORPORATION
7-9 Park Street, PO Box 7
Georgetown, MA 01833-0007
(978) 352-6660 - fax (978) 352-6639
office@lwbills.com - lwbills.com
ESOP Since 2014

MISSION STATEMENT

Provide support for Public Safety and Life Safety Equipment within the communities it serves.

VISION

To continue prospering in the emergency alarm business, implementing new technologies in alarm to monitor other areas of public safety.

COMPANY INFORMATION PACKET

L.W. Bills Company has been involved in commercial and municipal alarm systems since 1925. We have been consulting, designing and installing public safety equipment and emergency dispatch centers throughout our 96 years in business and have gained the reputation of doing the job and doing it right. Our policy, and the most important aspect of our company, is service above all others.

We manufacture many of our own products and we are the major distributor of public safety and alarm equipment for Zetron fire alerting equipment as well as Signal Communications radio and wire line receiving/transmitting equipment. As a full-service company, we work with municipalities, commercial and residential customers. We have a full machine and an electronics diagnostic and repair shop. Our certified/licensed electricians are qualified to perform commercial and residential work. We work with Mass Save to perform electrical inspections and repairs for Massachusetts weatherization, making sure it is safe to insulate. Experienced, professionally-licensed alarm technicians can test and repair many types of alarm systems, fire or security, using NFPA guidelines in all of our testing procedures. We service municipal, commercial and residential customers.

L.W. Bills Company is an approved vendor on the Massachusetts State Bid Contract FIR04. The company has also been OSHA SHARP certified since 2005.

Cumulative sales growth exceeded 40% for the years 2016 through 2020.

Currently, our work force consists of twenty-two employees. L.W. Bills Company is a 100% employee-owned company (ESOP/Employee Stock Ownership Plan) since 2014. As employee-owners, we are committed to making our company the best electrical and alarm company in the area and continuing the excellent reputation the company has maintained since its inception.

CULTURE AND VALUES

Our employees are the company. We have never laid off an employee during any recent financial crisis, economic decline or during the current pandemic.

We have a customer base of over 2,000 Residential, Commercial and Municipal customers, including contracts throughout New England, the city of San Francisco and the island of Bermuda.

COMPANY BENEFITS

100% Company Paid Medical and Dental Insurance, Medical Deductible Reimbursement and Life Insurance

60% Company Paid Short- and Long-Term Disability Insurance and Family Medical Leave
Medical Flexible Spending Account (Company Pays Administrative Fees)

401k Savings Retirement Plan with Employer Matching

100% Company-Funded Employee Stock Ownership Shares (ESOP) Retirement Plan

Company Vehicles, Uniforms and Cell Phone Stipend for Technicians

10 Paid Holidays

2 – Week Vacation – Starting the 1st Year

40 Hours – Personal Days/Sick Time Per Year

Company Bonus Based Upon Annual Performance and Company Success

Starting Salary Commensurate with Qualifications

Contact: TBD

LOCATION

L.W. Bills Company is located at 7 – 9 Park Street in Georgetown, MA, 01833. We can be reached by calling 978-352-6660 or emailing our office at office@lwbills.com.

Directions: Rte. 95 N to Exit 78B/West, Rte. 133 towards Georgetown. Continue approximately 2 miles. Park Street is on the right, one block prior to the lights in the center of town.



L. W. BILLS COMPANY^{TMSM}

DIVISION OF B & B ENGINEERING CORPORATION

7-9 Park Street, PO Box 7

Georgetown, MA 01833-0007

(978) 352-6660 - fax (978) 352-6639

office@lwbills.com - www.lwbills.com

ESOP Since 2014

Director of Administration / Engineering

The L.W. Bills Company, a major distributor of public safety and alarm equipment serving municipal, commercial and residential customers throughout New England with a customer base of approximately 2,300 customers, is seeking a **Director of Administration / Engineering** to work closely with the President of the company. This candidate will supervise the Senior Manager of Sales and Service as well as the Office Manager for all job priority and coordination.

The successful applicant will have the opportunity to be hands-on with sales; designing, engineering and pricing major municipal fire alarm jobs as well as working with all employee personnel to ensure smooth operation of all facets of the business.

Applicant must have an Engineering Degree or equivalent and hold an Associate's Degree in Management or equivalent and a minimum of 5 years' experience working in office or operations management for a small to mid-sized company and have efficient computer skills.

Applicant must possess strong leadership and problem-solving skills, attention to detail, strong written and verbal skills, and corporate financial experience. Excellent benefit package, including **100%** health insurance for single/family, ownership in an employed owned company, company vehicle plus much more. Starting salary commensurate with qualifications.

A resume and cover letter can be sent to: jdinwiddie@lwbills.com or mailed to L.W. Bills Company, PO Box 7, Georgetown, MA 01833. Your prompt response is appreciated. L.W. Bills Company is an equal opportunity employer.

L. W. BILLS COMPANY^{TMSM}



DIVISION OF B & B ENGINEERING CORPORATION

7-9 Park Street, PO Box 7

Georgetown, MA 01833-0007

(978) 352-6660 - fax (978) 352-6639

office@lwbills.com - www.lwbills.com

ESOP Since 2014

Position: Director of Administration / Engineering
Date: March 12, 2021
Prepared by: 2021 Succession Committee
Department: Management

Reporting Relationship:

- Reports directly to the President
- Responsible for:
 - Senior Manager of Sales and Service
 - Office Manager
 - Machinist and Shop Employees

Approved By: _____

Date: _____

Director of Administration / Engineering Job Description

Summary

Responsible for the everyday operations and the costs involved in the administration of the company. Ensure that the company functions in a smooth and efficient manner.

Responsibilities

- Supervise Senior Manager of Sales and Service and Office Manager for job priority and coordination and conducts their performance reviews in coordination with the President.
- Perform machine and shop employee's annual performance reviews.
- Coordinate, manage and delegate work with the electrical, machine and shop employees.
- Coordinate with President the strategic sales and pricing, review of all quotes before going out, and any purchases over the company limit.
- Evaluate and update company price book weekly.
- Review incoming vendor invoices for payment.
- Monitor and evaluate the company profit margins on a consistent basis with President.
- Ensure partial billing and complete bill of work orders.
- Design, engineer and quote major municipal fire alarm jobs.
- Coordinate and prioritize work at the electronic repair bench.
- Work with shop machinist on design and production of equipment and customer repairs.
- Work with employee's human relations issues.
- Recruitment to fill open positions and growth openings.
- Final review of annual inventory.
- Maintain a safe and secure working environment.
- Normal work week will consist of 40 hours, dependent on work load.

Skills

- Problem solving
- Attention to detail
- Strong written and verbal communication skills
- Coaching/mentoring
- Ability to multi task
- Financial experience

Education and Experience

- Minimum of an Engineering Degree or equivalent
- Minimum of 5 years' experience working office management.
- Associate's Degree in Management or equivalent
- Massachusetts Licensed Master Electrician - preferred
- Excellent financial and organizational operations knowledge.
- Current driver's license
- Ability to pass a Cori and drug test

Computer Literacy

- Familiarity with office software packages.
- Familiarity with Microsoft Office Suites
- Proficient in social media communications and technology

Attributes

- Excellent time management skills and ability to prioritize work as well as others.
- Organization and the ability to multitask to complete a wide variety of tasks.
- Flexibility to adjust to new tasks or changes
- Strong interpersonal skills to interact positively with all employees
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Reliability and discretion



L. W. BILLS COMPANY^{TMSM}

DIVISION OF B & B ENGINEERING CORPORATION

7-9 Park Street, PO Box 7

Georgetown, MA 01833-0007

(978) 352-6660 - fax (978) 352-6639

office@lwbills.com - www.lwbills.com

ESOP Since 2014

Position: Office Manager
Date: March 12, 2021
Prepared by: 2021 Succession Committee
Department: Management

Reporting Relationship:

- Reports directly to the Director of Administration / Engineering
- Responsible for:
 - Accounting / Bookkeeper
 - Assistant Office Manager / Inspection Coordinator
 - Billing / State Bid Coordinator
 - Payroll / Company Benefits
 - Receptionist / Radio Box Coordinator

Approved By: _____

Date: _____

Office Manager

Job Description

Summary

Responsible for the organization and co-ordination of office operations, procedures and efficiency. Provide assistance when needed to all office employees.

Responsibilities

- Assign and monitor responsibilities and tasks among office staff
- Co-ordinate office staff activities to ensure maximum efficiency
- Evaluate and manage staff performance and perform annual reviews
- Recruit office staff and submit to Director of Administration for final approval
- Organize orientation and training of new staff members
- Coach, mentor and discipline office staff
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Assist in designing and implementing office policies and procedures
- Oversee adherence to office policies and procedures
- Monitor, review internal processes and day to day operations
- Co-ordinate time off (vacation) schedules of all employees after supervisor's approval
- Review and approve office supply acquisitions from approved vendors
- Manage customer inquiries and complaints and bring to a resolution
- Manage internal staff relations
- Maintain a safe and secure working environment
- Normal work week is 40 hrs. (Office staff works from 8:00 am through 4:30 pm, Monday through Friday.) Overtime if required.

Skills

- Strong written and verbal communication skills
- Attention to detail
- Coaching/mentoring
- Developing standards
- Process improvement
- Problem solving
- Bookkeeping skills
- Human relations skills
- Type a minimum of 35 wpm

Education and Experience

- At least an Associate Degree Office Management
- 3-5 years' experience working office management, administrative or assistant experience in an office environment
 - Knowledge of accounting, data and administrative management practices and procedures
 - Knowledge of clerical practices and procedures
 - Knowledge of human resources management practices and procedures
 - Knowledge of business and management principles
 - Knowledge of office management responsibilities, systems and procedures
- Proficient in social media communications and technology

Computer Literacy

- Familiarity with Microsoft Office Suite
- Familiarity with office software packages
- Quickbooks

Attributes

- Excellent time management skills and ability to prioritize work
- Organization and the ability to multitask to complete a wide variety of tasks
- Flexibility to adjust to new tasks or change
- Strong interpersonal skills to interact positively with all employees
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Reliability and discretion



L. W. BILLS COMPANY^{TMSM}

DIVISION OF B & B ENGINEERING CORPORATION

7-9 Park Street, PO Box 7

Georgetown, MA 01833-0007

(978) 352-6660 - fax (978) 352-6639

office@lwbills.com - www.lwbills.com

ESOP Since 2014

Office Manager

The L.W. Bills Company, main distributor of public safety and alarm equipment serving municipal, commercial and residential customers throughout New England with a customer base of approximately 2,300 customers, is seeking an **Office Manager** to work closely with the Director of Administration / Engineering of the company. This candidate will supervise the Office Staff for all job priority and coordination.

The successful applicant will have the opportunity to be responsible for the organization and coordination of office operations and procedures and to ensure an efficient office environment.

Applicant must have an Associates Degree in Office Management or equivalent and a minimum of 3-5 years' experience working in operational management for a small to mid-sized company.

Applicant must possess strong leadership and problem-solving skills, attention to detail, strong written and verbal skills. Excellent benefit package, including **100%** health insurance for single/family, ownership in an employed owned company, plus much more. Salary range will be negotiated depending upon qualification. Starting salary commensurate with qualifications.

A resume and cover letter can be sent to: jdinwiddie@lwbills.com or mailed to L.W. Bills Company, PO Box 7, Georgetown, MA 01833. Your prompt response is appreciated. L.W. Bills Company is an equal opportunity employer.