



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Thursday August 3, 2017 10:00 AM**  
**Commission Meeting Room**

## **HUMAN RESOURCES & SAFETY COMMITTEE MEETING AGENDA**

**Committee Members:** **Commissioner Cornell Harvey, Chairman**  
**Commissioner Cliff Adams**  
**Chairman of Commission Donald Elliott**  
**Commissioner David Ford**  
**Executive Director Jimmy Junkin**

**Members:** **Cindy Barnhart, TSI**  
**Jeffrey Singletary, TSI**  
**Baylie Lane, TSI**

### **PUBLIC COMMENT PERIOD**

*Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated*

### **APPROVAL**

**1. Minutes from July 20, 2017 Human Resources & Safety Committee Meeting** (*subject to any necessary changes*)

### **DISCUSSION**

- 1. Recruiting and Termination Statistics** – C. Barnhart, TSI
- 2. Job Descriptions and Responsibilities**
  - **Director of Operations**
  - **Deputy Director**
  - **Superintendents**

### **EXECUTIVE DIRECTOR'S UPDATE**

### **MEETING ADJOURNED**

*All citizens are invited to attend.*

*There is a possibility of a quorum of Commissioners being present.*



**Brunswick-Glynn County Joint Water & Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Commission Meeting Room**  
**Thursday, August 3, 2017 at 10:00 AM**

## **HUMAN RESOURCES & SAFETY COMMITTEE MINUTES**

**PRESENT:**                   **Cornell Harvey, Chairman**  
                                  **Donald Elliott, Chairman of Commission**  
                                  **David Ford, Commissioner**  
                                  **Jimmy Junkin, Executive Director**

**ALSO PRESENT:**       **John Donaghy, Director of Finance**  
                                  **Tom Boland, Sr., Deputy Director**  
                                  **Jay Sellers, Public Information Officer**  
                                  **Cindy Barnhart, TSI**

**ABSENT:**                   **Cliff Adams, Commissioner**

Chairman Harvey called the meeting to order at 10:00 AM.

### **PUBLIC COMMENT PERIOD**

There being no citizens that wished to address the Committee, Chairman Harvey closed the Public Comment Period.

### **APPROVAL:**

**1. Minutes From July 20, 2017 Human Resources & Safety Committee Meeting**  
Commissioner Ford made a motion seconded by Commissioner Elliott to approve the Human Resources & Safety Committee Meeting from July 20, 2017. Motion carried 3-0-1.  
(Commissioner Adams was absent for the vote.)

### **DISCUSSION:**

**1. Recruiting and Termination Statistics** –C. Barnhart, TSI  
Cindy Barnhart from Teamwork Services, Inc. discussed the Recruiting and Termination Statistics report with the Committee. She noted that there was a new job posted for Waste Water Treatment Plant Operator III, and another one for Engineering Systems Analyst–Modeler. She updated that there have been a total 78 responses received by Teamwork Services for the position of Deputy Executive Director. Chairman Harvey questioned as to closing dates for receiving applications for open positions. Mrs. Barnhart advised that it depended on the position and the directive given by the client for the posting. She included that when various venues are used for posting higher positions, some of those

venues have minimum posting times, such as 30 or 45 days. Also noted was that resumes are sent out normally twice per week to the hiring manager. T.S.I. does do some pre-screening prior to applications being sent for review. There was no further update regarding recruiting and termination statistics.

**2. Job Descriptions and Responsibilities**

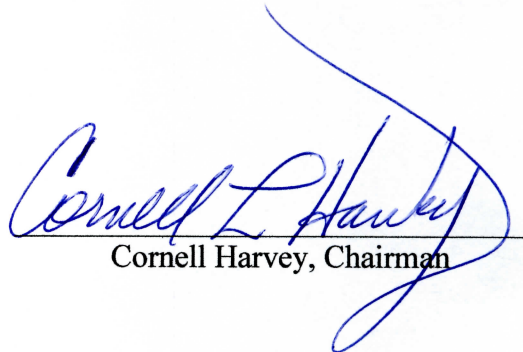
- **Director of Operations**
- **Deputy Director**
- **Superintendents**

Chairman Harvey advised that he had requested the job descriptions for the Director of Operations, Deputy Director and the Superintendents in order to discuss and note where there were some similarities and job overlapping. This is in order to determine if there is possible combining of job tasks between these positions. Chairman Harvey then added that since the Deputy Director position was going to be discussed later, and that he wanted to propose that either one or the other of the Deputy Director or Director of Operations was hired, he wanted to defer further discussion until later.

**EXECUTIVE DIRECTOR'S UPDATE**

Mr. Junkin advised that he was going to make a quick update later in the day in Executive Session. There was no update for this Committee meeting.

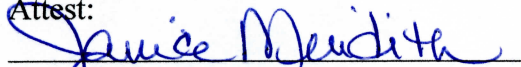
Meeting was adjourned at 10:09 am.



Cornell L. Harvey

Cornell Harvey, Chairman

Attest:



Janice Meridith,  
Executive Commission Administrator

# Brunswick-Glynn County Joint Water and Sewer Commission

## Recruiting and Termination Statistics

### Current Job Postings

DATE POSTED	JOB TITLE	# OF APPLICATIONS
2/3/2017	Manhole Rehab Technician	37
5/1/2017	Equipment Operator	47
5/30/2017	Utility Service Worker	87
7/7/2017	GIS Analyst	8
7/9/2017	Water Distribution Crew Leader	11
7/10/2017	Administrative Coordinator for Planning & Construction	21
7/11/2017	Deputy Executive Director	26
7/25/2017	Wastewater Treatment Plant Operator III	2

Number of applications (YTD) - 807

### New Hires

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Water Treatment Plant Operator III - *hired July 26, 2017*

### Terminations w/ Reasons - *no change since 7/20/17 meeting*

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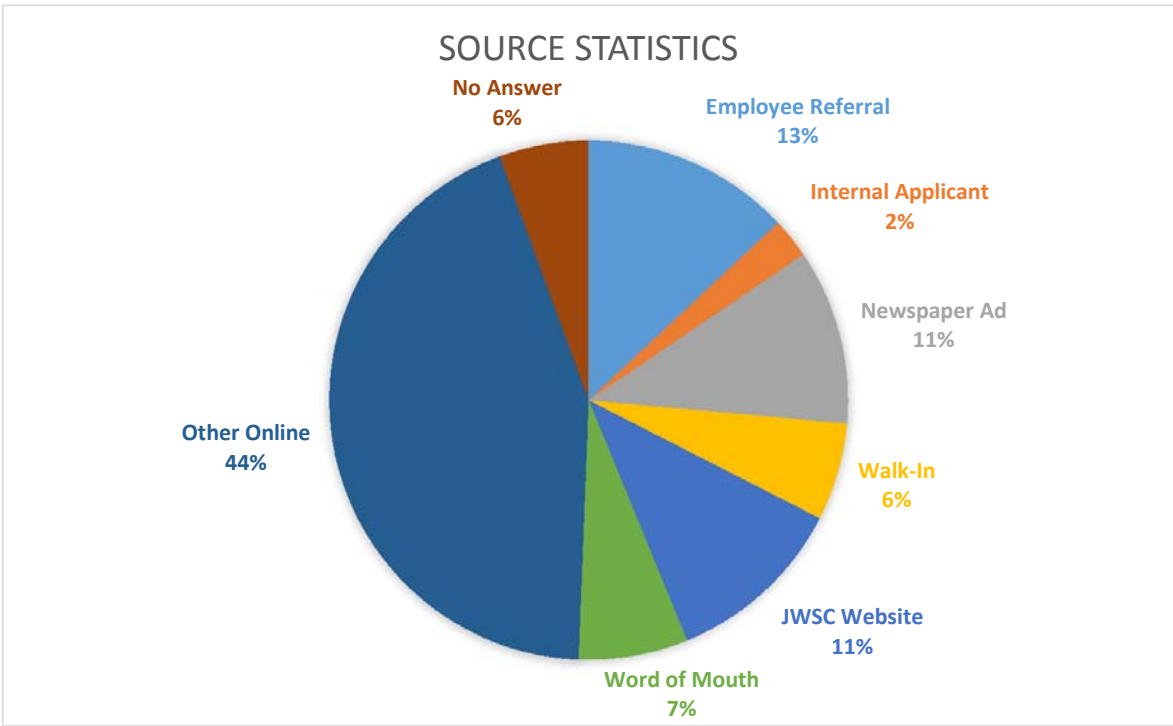
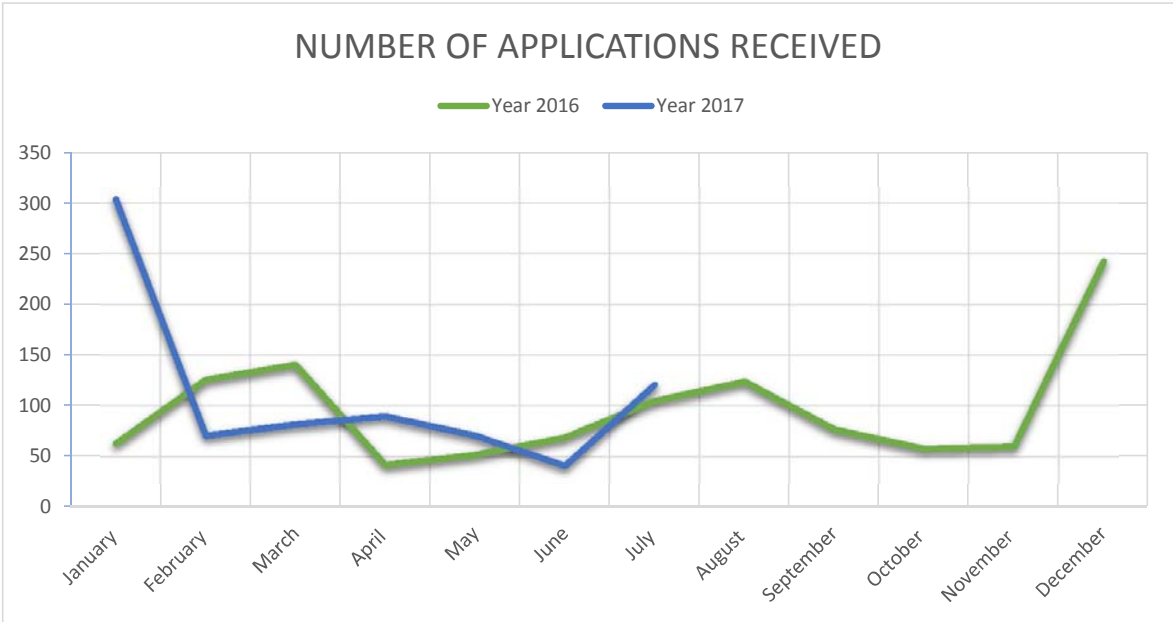
Retirement

Quit w/ Notice - Personal Reasons

Quit without Notice

# Brunswick-Glynn County Joint Water and Sewer Commission

## Recruiting and Termination Statistics





## **Deputy Executive Director**

Executive Director

ED/4

### **JOB SUMMARY**

Under general direction oversees, directs, and administers the daily operations of the Brunswick-Glynn County Joint Water and Sewer Authority divisions assisting the Executive Director.

### **ESSENTIAL FUNCTIONS**

- Assists in long range planning for the physical development of JWSC infrastructure and environmental control systems.
- Assists in managing phases of project development and implementation.
- Provides engineering technical expertise and process analysis to evaluate and maximize short and long term project and infrastructure goals.
- Develops and utilizes analytical tools to provide total system support accountability to ongoing rehabilitation and long range project planning.
- Oversees and directs the daily operations and administration of the department.
- Reviews and authorizes proposals and budgetary decisions.
- Provides department policy development and implementation.
- Oversees the selection, training, and performance evaluation of all employees; provides for the training, and proper instruction of staff; manages performance standards and programs throughout the department; guides, coaches and assists employees in professional development; ensures that employees work safely, efficiently, and effectively in conjunction with the Executive Director.
- Determines work procedures, prepares work schedules, and expedites workflow; inspects the progress and status of all work projects and services regularly.
- Assists the Executive Director in preparing and submitting short and long-range plans to serve the community's needs.
- Prepares budget documents, reports, records, and written communications in support of departmental operations.

- Maintains close communications with the JWSC Executive Director and keeps the Executive Director informed at all times.
- Maintains close working relationship with Senior Engineer to analyze and assist in providing a holistic approach to construction programs and rehabilitation needs that meet agency objectives.
- Maintains close communications and working relationships with City and County Department Heads in order to coordinate and expedite work.
- Responsible for all external media communication. Writes and directs all press releases.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Oversees project management for the construction of utility projects; oversees assigned projects to ensure contractor compliance with time and budgetary parameters.
- Responds to written and verbal inquiries and requests.
- Maintains effective working relationships with contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.
- Monitors the local environment and interagency actions that may affect projects, programs and services.
- Attends or approves the attendance at staff, regulatory and training meetings/conferences.
- Develops and manages a cost accounting and maintenance management system.
- Acts for the Executive Director in absence or when delegated.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water/wastewater facility.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of applicable laws and regulations affecting water production, distribution, wastewater collection and treatment, and utility maintenance.
- Knowledge of Civil Lawsuits and Georgia (or similar) Open Records laws.
- Knowledge of automated applications to support administrative activities.
- Knowledge of Governmental Accounting Processes.

- Knowledge of Governmental Purchasing Policies.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community. Experience in developing a Master Plan.
- Skills in Program Management with a strong knowledge of task breakdown.
- Skill in planning for appropriate resources and in providing services within budget.
- Proven Skill in public relations/communications with all types of media.
- Skill in working drawings for construction and maintenance projects.
- Skill in designing programs, organizing staff, and directing the full range of activities to support programs and services.
- Skill in directing and managing the cost-effectiveness of program activities.
- Skill in evaluating the effectiveness of programs and in making appropriate modifications.
- Proven skill in managing work, leading others, and delegating responsibility.
- Skill in interpersonal communication.
- Skill in public speaking.
- Skill in communicating effectively, both orally and in writing. Ability to work as a member of the management team and to promote the goals and objectives of the overall organization.
- Skill in maintaining accurate records, preparing effective reports, and making effective presentations.

#### SUPERVISORY CONTROLS

The Executive Director assigns work in terms of agency goals and objectives. Work is reviewed through conferences, reports, and observation of agency activities.

#### GUIDELINES

Guidelines include state water permit laws and regulations; EPA water treatment and water quality regulations; utility rate guidelines; state and federal employment laws; and open records laws and retention requirements. These guidelines require judgment, selection and interpretation in application. This position develops agency guidelines.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of operations to be overseen contributes to the complexity of the work.



- The purpose of this position is to assist the Executive Director in the direction of operations of the Brunswick-Glynn County Joint Water and Sewer Authority. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

## CONTACTS

- Contacts are typically with Authority employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has indirect supervision over Director of Administration (1), Engineering Director (1), Purchasing Director (1), Systems Pumping and Maintenance Superintendent (1), Water Distribution Superintendent (1), Water Production Superintendent (1), Wastewater Treatment Superintendent (1), Commission Clerk/Liability Claim Manager (1) and Administrative Assistant (1).

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.

# Director of Operations

**Class Title:** Director of Operations

**Pay Grade:** 26

**Salary:** \$91,878 - \$137,817 Annually

The purpose of this classification is provide leadership and perform managerial and administrative work functions associated with planning, developing, organizing, overseeing, and implementing activities within the operational divisions of the Brunswick-Glynn County Joint Water and Sewer Commission (JWSC). This position reports directly to the JWSC Executive Director.

## **Essential Functions:**

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Maintain and ensure the operation of the JWSC's water production facilities, its wastewater treatment plants and related systems in an efficient and effective manner in order to meet the daily and yearly demands as well as regulatory permitting limits, maintaining adequate water supplies, and meeting anticipated daily demands.

Develops and implements immediate and long-range plans; establishes operational divisions' goals and objectives; consults with Executive Director and regulatory agencies.

Leads, supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, recommending disciplinary action and completing employee performance appraisals.

Plans and organizes operations related projects and workload; assigns work; develops employee work schedules to provide adequate coverage; monitors and reviews status of work activities and develops succession plans.

Oversees the ongoing implementation of the asset management program to set priorities for capital needs and to optimize operations and maintenance activities within the JWSC.

Assists in developing departmental policies and procedures to ensure compliance with state and federal guidelines.

Monitors and oversees the operations and activities of the water and sewer department; monitors and reviews procedures and operations; initiates problem resolution.

Consults with and/or coordinates work of engineering consultants, contractors and other department heads regarding design and construction of projects.

Prepares division budget; monitors expenditures and revises.

Develops short-term and long-range plans and specifications for expansion, modification and construction programs.

Processes documentation pertaining to payroll and personnel; completes, reviews, approves and/or forwards as appropriate; maintains records.

Prepares and/or completes correspondence, forms, reports, or other documents to meet state reporting requirements; forwards or maintains.

Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; monitors water quality from operational and chemical reports/data; reviews, processes or forwards as appropriate; maintains documentation for reference.

Responds to calls from the public concerning water system problems, complaints, or emergency situations; directs water and sewer questions/problems to appropriate division.

Maintains an awareness of new trends/advances in the profession; investigates and approves the use of new materials, methods and processes, in conjunction with engineers, department heads and regulatory agencies.

Consults with supervisors, regulatory agency personnel, engineers, contractors, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Establishes departmental goals and objectives; implements rules, regulations, and policies.

Creates/maintains positive public relations with the general public; provides education on water and sewer issues; interacts with the media.

Evaluates new products and services.

Assists with installation of computer programs; assists personnel with computer problems/questions.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in daily activities.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must meet regular attendance requirements.

Performs other related duties as required.

#### **Minimum Qualifications:**

Five years of progressively responsible supervisory or management experience in civil engineering, water and wastewater treatment, water distribution, wastewater collection, or related field required. Bachelor's degree in Chemical, Mechanical, or Civil Engineering, or related field desired. Possession of Professional Engineering (P.E.) license is desirable. Must possess a valid driver's license.

#### **Minimum Requirements to Perform Essential Job Functions:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

**PHYSICAL REQUIREMENTS:** Must be able to operate a variety of automated office equipment including a computer, copiers, fax machines, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

**DATA COMPREHENSION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, blueprints, reference materials, legal documents, technical journals, procedural manuals, and operational manuals.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange civil engineering, personnel, legal, and water utility-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with engineers, regulatory personnel, the media, and the general public.

**LANGUAGE ABILITY:** Requires ability to read a variety of civil engineering, legal, and water utility-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as public speaking situations before the city council, community groups and the general public.

**INTELLIGENCE:** Requires the ability to learn and understand complex environmental engineering, legal, and water utility-related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract totals, multiply and divide totals, determine percentages, determine time and weight, interpret statistical data, and utilize geometric and algebraic formulas.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include engineering scales and standard measuring devices.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DIFFERENTIATION:** May require the ability to discern color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency. Must relate to City leaders, staff, and customers and must be approachable.

**PHYSICAL COMMUNICATION:** Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.



## Wastewater Treatment Superintendent

### Wastewater Treatment

WWT/1

#### JOB SUMMARY

This position is responsible for managing the agency's wastewater treatment plant operations.

#### MAJOR DUTIES

- Manages the day-to-day operations of multiple wastewater treatment plants; ensures that plant effluents meet permitted limits; performs calculations and directs operations based on laboratory data and operator measurements.
- Supervises personnel involved in the operations and maintenance of treatment plant systems; trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Ensures compliance with city, state and federal policies and ordinances, including the Safe Drinking Water Act, the Federal Clean Water Act and National Pollutant Discharge Elimination System requirements.
- Directs the day-to-day administration, operation and maintenance of treatment plant systems.
- Analyzes and evaluates operation and maintenance functions; initiates or recommends new or improved practices; prepares and monitors operating budgets and capital expenditures; ensures compliance with all federal, state, and local health regulations.
- Develops and implements division goals, objectives, policies and procedures.
- Oversees capital improvements to the wastewater treatment plant system.
- Develops process control strategies; analyzes operational and lab data; initiates control changes to maximize treatment effectiveness.
- Approves requisitions of supplies and materials; recommends the purchase of equipment and assists in the development of specifications and bid documents.
- Monitors changes in federal and state requirements.
- Maintains plant records and prepares a variety of regular and special reports, including reports required by regulatory agencies.
- Performs laboratory tests; reviews laboratory results daily.

- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment plant principles, operations, and equipment.
- Knowledge of chemistry, mathematics, and biology.
- Knowledge of division and agency policies and procedures, and federal, state, and local laws and regulations.
- Skill in the interpretation of plans, diagrams, and specifications.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in planning, organization, and decision making.
- Skill in the supervision of personnel.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Executive Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

#### GUIDELINES

Guidelines include the Safe Drinking Water Act, the Federal Clean Water Act, National Pollutant Discharge Permit requirements, and other local, state and federal regulations. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and technical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to manage the agency's wastewater treatment operations. Successful performance contributes to the efficiency and effectiveness of plant operations and ensures compliance with federal and state regulations.

#### CONTACTS

- Contacts are typically with representatives of state and federal agencies, vendors, engineering firms, elected and appointed officials, contractors, and the general public.

- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, at wastewater treatment facilities, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Wastewater Treatment Supervisor (1), Wastewater Pretreatment Compliance Coordinator (1), Senior Laboratory Analyst (1), Wastewater Maintenance Supervisor (1), and Wastewater Treatment Plant Operator (13).

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain an appropriate state-certified license for wastewater treatment.





## Water Distribution Superintendent

### Water Distribution

WD/1

#### JOB SUMMARY

This position is responsible for directing the operation and maintenance of the water distribution system and backflow prevention program.

#### MAJOR DUTIES

- Prepares and administers the annual budget; participates in the planning and implementation of operations and capital budgets to improve water distribution infrastructure.
- Develops and recommends distribution system maintenance and rehabilitation projects.
- Prepares cost estimates for projects, including time and labor estimates.
- Oversees and participates in the safe and efficient operation of the water distribution system; directs the training of personnel in work safety standards.
- Maintains project and operational records and reports.
- Responds to customer complaints regarding water quality and pressure; delegates such actions as may be necessary to mitigate the complaint.
- Maintains an adequate inventory of parts, supplies, tools, safety equipment, and chemicals to safely and efficiently perform work tasks in the water distribution system.
- Interviews, hires, trains, assigns, directs, supervises, evaluates and disciplines division personnel.
- Coordinates activities with other agency personnel, contractors, vendors, and other local, state and federal agencies.
- Directs field operations in the event of complex issues or problems; responds to after-hours emergencies.
- Directs the backflow prevention program.
- Reviews and approves of payroll reports.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the operation and maintenance of a water distribution system.
- Knowledge of the operation of a variety of job-related tools and equipment.
- Knowledge of related state and federal regulations.
- Knowledge of budget development and management principles.
- Knowledge of relevant federal and state law and agency policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Executive Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports and observation of division activities.

## GUIDELINES

Guidelines include Georgia EPD rules and regulations, OSHA regulations, and division and agency policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the operations of the water distribution system. Successful performance helps ensure the efficient and effective delivery of drinking water to customers.

## CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, representatives of state and federal agencies, contractors, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve

problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee is exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water Distribution Supervisor (1), Administrative Coordinator (1) and Water Distribution Crewleader (4).

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water distribution and backflow prevention.



## **Systems Pumping and Maintenance Superintendent**

### **Systems Pumping and Maintenance**

SP/1

#### **JOB SUMMARY**

This position is responsible for directing the agency's systems pumping and maintenance operations.

#### **MAJOR DUTIES**

- Ensures division operations are in compliance with environmental regulations.
- Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Maintains equipment, parts and supplies inventory; assigns equipment, tools and vehicles to staff.
- Provides analysis of wastewater and potable water pumping and storage systems; designs or recommends design changes to increase or ensure efficient and effective operations.
- Manages the efficient and effective response to customer complaints.
- Develops and maintains an effective after-hours emergency call program.
- Prepares cost estimates for projects and plans; estimates resources needed, including human, financial, time and equipment.
- Assists in preparing annual operating budgets for the division.
- Directs and monitors the work of contractors.
- Coordinates activities with state and federal agencies.
- Oversees the utility locating program.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of personnel laws, policies, and regulations.
- Knowledge of state and federal environmental regulations.
- Knowledge of the safety hazards associated with the work.

- Knowledge of the development and administration of municipal budgets.
- Knowledge of inventory management principles.
- Knowledge of pump maintenance principles.
- Knowledge of modern office practices and procedures.
- Skill in interpreting engineering reports, maps, and construction drawings.
- Skill in the use of computers and various software programs.
- Skill in the training and supervision of personnel.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Executive Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

### GUIDELINES

Guidelines include federal and state environmental regulations; local building, health, and environmental codes; the Manual of Uniform Traffic Control Devices; safety policies; and OSHA regulations. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, supervisory, and technical duties. Unforeseen equipment failures contribute to the complexity of the position.
- The purpose of this position is to oversee the activities of the Systems Pumping and Maintenance Division. Successful performance contributes to the efficiency and effectiveness of system operations.

### CONTACTS

- Contacts are typically with agency personnel, elected and appointed officials, members of the general public, vendors, engineers, architects, developers, contractors, federal and state regulators, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, and to negotiate or settle matters.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending,

crouching or stooping. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Lift Station Supervisor (1), Systems Monitoring Supervisor (1), Collections Systems Analyst (1), Wastewater Construction Supervisor (1), Line Cleaning Supervisor (1), and Administrative Coordinator (1).

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.



## Water Production Superintendent

Water Production

WP/1

### JOB SUMMARY

This position is responsible for managing the agency's water treatment operations to deliver high quality potable water to customers.

### MAJOR DUTIES

- Ensures compliance with relevant federal and state regulations; gathers data and prepares reports to demonstrate compliance.
- Supervises and provides training and direction to Water Plant Operators.
- Maintains a certified laboratory for the analysis of drinking water.
- Prepares monthly and operating and ground water use reports; prepares chemical usage reports.
- Monitors the operation of wells, pumping stations, elevated storage tanks, and plant equipment.
- Develops annual budgets and administers approved funds.
- Analyzes proficiency tests as required.
- Reviews plans for water system improvements and makes recommendations.
- Responds to after-hours emergencies.
- Determines backflow device requirements.
- Coordinates division purchases; maintains inventory of necessary equipment and supplies.
- Oversees the management of the Supervisory Control and Data Acquisition (SCADA) system.
- Develops and implements maintenance procedures.
- Schedules and conducts weekly meetings/training sessions.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of water treatment principles, operations, and equipment.
- Knowledge of chemistry, mathematics, and biology.
- Knowledge of division and agency policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of computers and job-related software programs.
- Skill in the interpretation of plans, maps, and specifications.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in planning, organization, and decision making.
- Skill in the supervision of personnel.
- Skill in the management of budgets.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Executive Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

**GUIDELINES**

Guidelines include federal EPA and state EPD requirements, the Safe Drinking Water Act, and agency policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative, supervisory, and technical duties. Changing water conditions and regulatory changes contribute to the complexity of the position.
- The purpose of this position is to supervise the production of drinking water. Successful performance helps ensure the provision of safe drinking water for customers.

**CONTACTS**

- Contacts are typically with co-workers, other agency employees, representatives of state and federal agencies, vendors, suppliers, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.



### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office, at water treatment facilities, and outdoors, occasionally in cold or inclement weather.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water Treatment Plant Operator (4).

### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain an appropriate state-certified license for water treatment or distribution.



## **Maintenance and Security Superintendent**

### Maintenance and Security

**MS/1**

#### **JOB SUMMARY**

This position is responsible for directing the agency's maintenance and security operations.

#### **MAJOR DUTIES**

- Manages the day-to-day maintenance, repair, and security of multiple properties and their facilities. Schedules work efficiently and effectively.
- Manage work planning.
- Track pertinent metrics and measurables to effect continuous improvement in daily operations. Oversee asset management for facilities.
- Interviews, hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Performs work in compliance with safety policies and procedures.
- Enforces safe work procedures; ensures the establishment of safe work zones.
- Prepares cost estimates for projects and plans; estimates resources needed including human, financial, time and equipment.
- Assists in preparing annual operating budgets for the division and administers approved funds.
- Directs and monitors the work of contractors.
- Operates a truck to transport tools, equipment, supplies and personnel to and from work sites.
- Maintain an adequate inventory of parts, supplies, tools, safety equipment, and chemicals to safely and efficiently perform work tasks in the Maintenance and Security Division.
- Controls such activities as parking spaces, waste disposal and building security.
- Responds to after-hours emergencies.
- Prepares required reports.
- Reviews and approves of payroll reports.

- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the hazards inherent to water and sewer facility maintenance work and the safety measures used to mitigate those hazards.
- Knowledge of the operation, maintenance and repair of a variety of job-related tools and equipment.
- Knowledge of agency policies and procedures.
- Knowledge of building maintenance and repair principles.
- Knowledge of safe work policies and procedures.
- Skill in planning, organization, problem solving, and decision making.
- Skill in interpersonal relations.
- Skill in oral and written communication, computers and job related software programs.
- Skill in the supervision of personnel.
- Skill in the management of budgets.

#### SUPERVISORY CONTROLS

The Executive Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

#### GUIDELINES

Guidelines include safety and security standards, division policies, work safety guidelines, and supervisory instructions to ensure the workplace meets all legal expectations and actively supports occupational health and safety. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, supervisory, and technical duties. Unforeseen equipment failures contribute to the complexity of the position.
- The purpose of this position is to oversee the activities of the Maintenance and Security Division. Successful performance contributes to the efficiency and effectiveness of system operations.

#### CONTACTS

- Contacts are typically with agency personnel, elected and appointed officials, members of the

general public, vendors, engineers, architects, developers, contractors, federal and state regulators, and members of the general public.

- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, and to negotiate or settle matters.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Maintenance and Security Crew Leader (1) and Maintenance and Security Crew Member (2).

#### MINIMUM QUALIFICATIONS

- Ability to produce reports and assist in developing relevant policies.
- Good knowledge of data analysis and risk assessment.
- Excellent organizational and motivational skills.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.