



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Thursday, May 16, 2019 10:30 AM
Commission Meeting Room

HUMAN RESOURCES COMMITTEE MEETING AGENDA

COMMITTEE MEMBERS: **Commissioner Donald Elliott, Chairman**
Commissioner Cornell Harvey
Commissioner Wayne Neal
Interim Executive Director Andrew Burroughs

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 April 17, 2019 Human Resources Committee Meeting** *(subject to any necessary changes)*

DISCUSSION

1. **Job Descriptions, Qualifications and Expected Salary Ranges**
 - **Project Manager P&C**
 - **Asset Management Coordinator**
 - **Maintenance and Training Manager**
2. **Job Description for New Executive Director**
3. **Status of Condrey Presentation on the Condrey Methodology for Salary Surveys**

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
Wednesday, May 16, 2019 at 10:30 AM

HUMAN RESOURCES & SAFETY COMMITTEE MINUTES

PRESENT: **Donald Elliott, Committee Chairman**
 Cornell Harvey, Commissioner
 Wayne Neal, Commissioner
 Andrew Burroughs, Interim Executive Director

ALSO PRESENT: **Ben Turnipseed, Commission Chairman**
 Janice Meridith, Exec. Commission Administrator

Chairman Elliott called the meeting to order at 10:30 AM.

PUBLIC COMMENT PERIOD

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

APPROVAL

1. Minutes from April 17, 2019 Human Resources Committee Meeting
Commissioner Harvey made a motion seconded by Commissioner Neal to approve the minutes from the April 17, 2019 Human Resources Committee Meeting. Motion carried 3-0-0.

DISCUSSION

1. Job Descriptions, Qualifications and Expected Salary Ranges – A. Burroughs
Mr. Burroughs provided that committee with the job descriptions and pay grade information for the following JWSC positions.

A. Project Manager P&C – Mr. Burroughs provided that this position has been posted and remained open for about one year. The position was approved and a part of the FY2019 Budget. There have not been many interested applicant, however there is one candidate in the interview process now. He advised that this is a pay grade 23 position due to the Professional Engineering License requirements, and is in the same pay grade as the operational superintendents. Mr. Burroughs then highlighted the various duties and expectations for this position, including planning, organizing, coordinating, designing and evaluating Capital Improvement and Repair & Replacement infrastructure projects, and also including overseeing completion of all phases of projects assigned by the Director of Engineering.

B. Asset Management Coordinator – This position was approved in the FY2020 Budget. The job description for this position is in the drafted proposed state and not finalized. This position will be posted after July 1st due to budget timing. This position is involved with the data collection and data management side of asset management, will be responsible for the administration, management and training staff in the use of Cityworks, and also responsible for managing the four asset management workgroups. This position is within the same pay grade 22 as the Assistant Engineer. There is not a requirement to hold an E.I.T. or P.E. This position will support all of the operational staff, will be under the Office of the Director on the organizational chart, and will report to the Deputy Executive Director. Additional duties and expectations for this position were also discussed.

C. Maintenance and Training Manager – This position was also approved in the FY2020 Budget. The job description for this position is in the drafted proposed state and not finalized. This position will be posted after July 1st due to budget timing. Job responsibilities will include developing preventative maintenance programs for operations while working closely with operations superintendents and maintenance staff to determine priorities and in planning, performing field audits to determine what practices need to be changed and how to streamline and standardize practices across all of the organization, using resources more effectively across the organization, and operational training. Additional duties and expectations for this position were also discussed. This position is within the pay grade 23, the same as the operations superintendents, and the candidate will be required to obtain a Water and Wastewater Operator's Certification.

2. Job Description for New Executive Director – D. Elliott

Committee Chairman Elliott provided the Executive Director's job description for the committee to review and discuss. Chairman Turnipseed commented that the advertisement for the Executive Director position should be placed in the Georgia Rural Water Association and Georgia Association of Water Professionals in addition to other advertisement sources. Committee Chairman Elliott stated that the search within Georgia would be done first and then after the GRWA Conference in October 2019 the nationwide advertisements for an Executive Director would be placed.

3. Condrey Study –

Committee Chairman Elliott provided that the Condrey Study that was previously done did not include benefits within the pay scales in that survey, however there was a benefits summary section in the back of the original report. Benefits were not included in the pay scales due to difficulties Condrey had with obtaining the benefit information from all companies surveyed. Condrey had offered to update the survey for JWSC for \$25,000 without including benefits in the pay scales, and if JWSC did want benefits to be included there would be extra charges. Chairman Elliott advised that the committee would need to decide if they want to have an update to the Condrey Study and recommend that to the full Commission, or does the committee prefer to recommend preparing and advertising a RFP for a completely new study. Commissioner Harvey noted that the original study was done in 2014, and also questioned the reasoning for the companies used for comparison by Condrey. Mr. Burroughs stated that he did speak with a representative from Condrey during the week who is willing to provide a presentation at the convenience of JWSC, and that he did mention it would add an estimated \$15,000 to \$20,000 to the cost to include the benefits within the pay scales for comparison, however he did not

see a great advantage to that since if a company is within plus or minus 3% of 38% you are where everybody else is at so there is no value in adding the extra cost to include benefits in the survey. Mr. Burroughs added that the quote of \$25,000 was offered a year ago, so that may need to be updated, but Condrey is willing to do a presentation and discuss the methodologies in the performance of their study to ensure that the proposals requested are for exactly what the Commission would like to in the results. The committee would like for this to be presented by Condrey at the next Facilities Committee meeting. Commissioner Harvey indicated that he would like to see appropriate filters used for the comparisons with utilities serving the same size population range as JWSC serves and to include the median salary income in Glynn County. The committee agreed with the suggested parameters to be used and to also include skill sets required in this industry for the comparisons in the survey.

EXECUTIVE SESSION

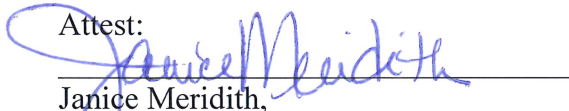
Commissioner Harvey made a motion seconded by Commissioner Neal to enter into Executive Session to discuss Personnel with no vote to be taken after. Motion carried 3-0-0.

Return to Regular Session

Commissioner Neal made a motion seconded by Commissioner Harvey to adjourn from Executive Session. Motion carried 3-0-0.

With no further business to discuss, Committee Chairman Elliott adjourned the meeting at 11:32 a.m.


Donald Elliott, Committee Chairman

Attest:

Janice Meridith,
Executive Commission Administrator

A JOB CLASSIFICATION AND
COMPENSATION PLAN FOR
BRUNSWICK-GLYNN COUNTY
JOINT WATER & SEWER COMMISSION

January 2015

Condrey and Associates, Inc.
PO Box 7907
Athens, Georgia 30604-7907
www.condrey-consulting.com

Table of Contents

Introduction.....	1
The Classification Plan	4
The Compensation Plan	5
Cost of Implementation.....	9
Appendix A: Position/Grade Analysis by Department	
Appendix B: Position/Grade Analysis by Grade	
Appendix C: Salary Survey Summary	
Appendix C: Benefits Survey Summary	

Introduction

At the request of the Brunswick-Glynn County Joint Water & Sewer Commission, Condrey and Associates, Inc. entered into a contract with the Commission for the development of a job classification and compensation plan.

The objectives of the study included:

1. Reviewing and revising the current classification system and pay plan for all Commission employees;
2. Collecting salary and benefits data; and
3. Producing a recommended pay plan based on job analysis, job evaluation, and wage survey data.

The process used to collect the necessary data and develop the classification and compensation plan consisted of several steps or phases. The first step involved the distribution of a position questionnaire to all Commission employees. The questionnaire covered major aspects of the employee's position as well as the physical demands and work environment of the position. After reviewing the information on the position questionnaires, Condrey and Associates interviewed employees individually and developed a classification recommendation for each position. Approximately 75% of full-time position incumbents were personally interviewed for the study. Our experience in interviewing the Commission's employees was a positive one. The Commission should take pride in its workforce.

The next phase in the workplan involved evaluating each classification for grade assignment. In order to provide a reliable set of ratings, all positions were rated by Condrey and Associates utilizing the Factor Evaluation System (FES). An explanation of FES follows in another section of the report.

The project also involved collecting salary survey information. Condrey and Associates conducted a salary survey of selected organizations specifically for this study. The survey respondents are listed in Table I. Appendix C displays the Salary Survey Summary.

Even after completion of these phases, it will be necessary to reevaluate positions based on a change in duties or on a refocused job description. It is the intention of Condrey and Associates to provide technical assistance in this process.

Table I
Salary Survey Respondents
Brunswick-Glynn County Joint Water & Sewer Commission Personnel Project

Georgia

Macon Water Authority

Newnan Utilities

Satilla Regional Water & Sewer Authority

City of Savannah

Florida

Clay County Utility Authority

JEA (formerly Jacksonville Electric Authority)

St. Johns County

St. Johns River Water Management District

South Carolina

Beaufort-Jasper Water & Sewer Authority

The Classification Plan

The system used to classify the jobs the in Brunswick-Glynn County Joint Water & Sewer Commission is an adapted version of the Factor Evaluation System (FES). FES is considered to be a state-of-the-art system in public human resource management.

FES is a point-factor-comparison evaluation system that uses nine factors for the evaluation of jobs: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, and Work Environment. In order to adapt it to this setting, a tenth factor covering supervisory responsibility was added by Condrey and Associates. The factors are weighted (i.e., Knowledge Required by the Position "counts more" than Physical Demands). Each factor has several levels, and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for each position and its assignment to a grade in the classification plan. Appendix A depicts the grade level assigned all Commission positions. The assigned grade levels reflect a combination of data generated by FES, the salary surveys, and a review of organizational relationships within the organization.

The Compensation Plan

The compensation plan developed for the Commission is based on an internal value system reflected in the classification plan and on a salary survey of comparable organizations to help assure an externally equitable and competitive pay system.

The pay plan consists of twenty-six grades. Tables II –A and B display the proposed salary scales. The salary range for each grade is approximately fifty percent. The range is deliberately broad so that problems associated with employees reaching the top of their pay range will be minimized.

In order to keep the proposed salary tables current, an annual market adjustment should be considered. This adjustment should be applied as an increase to the salary schedule and as a general percentage salary increase for all employees when market conditions dictate. This market adjustment should be made in addition to employee performance increases. Thus, the Commission may budget for two annual personnel cost adjustments: 1) an across-the-board increase which would raise every employee salary and every pay range equally when market conditions dictate, and 2) increases linked to employee performance.

Table II – A
Proposed Salary Scale
Brunswick-Glynn County Joint Water & Sewer Commission Personnel Project

GRADE	MINIMUM	1 ST QUARTILE	MID- POINT	3 RD QUARTILE	MAXIMUM
1	18,918.40	21,283.20	23,648.00	26,012.80	28,377.60
2	19,876.14	22,360.66	24,845.18	27,329.70	29,814.21
3	20,882.37	23,492.67	26,102.97	28,713.26	31,323.56
4	21,939.54	24,681.99	27,424.43	30,166.87	32,909.31
5	23,050.23	25,931.51	28,812.79	31,694.07	34,575.35
6	24,217.15	27,244.29	30,271.44	33,298.58	36,325.73
7	25,443.14	28,623.54	31,803.93	34,984.32	38,164.72
8	26,731.20	30,072.60	33,414.00	36,755.40	40,096.80
9	28,084.47	31,595.03	35,105.59	38,616.15	42,126.70
10	29,506.25	33,194.53	36,882.81	40,571.09	44,259.37
11	31,000.00	34,875.00	38,750.00	42,625.00	46,500.00
12	32,569.38	36,640.55	40,711.72	44,782.89	48,854.06
13	34,218.20	38,495.47	42,772.75	47,050.02	51,327.30
14	35,950.50	40,444.31	44,938.12	49,431.93	53,925.74
15	37,770.49	42,491.80	47,213.11	51,934.42	56,655.73
16	39,682.62	44,642.95	49,603.28	54,563.60	59,523.93
17	41,691.55	46,903.00	52,114.44	57,325.89	62,537.33
18	43,802.19	49,277.46	54,752.74	60,228.01	65,703.28
19	46,019.67	51,772.13	57,524.59	63,277.05	69,029.51
20	48,349.42	54,393.10	60,436.78	66,480.45	72,524.13
21	53,368.71	60,039.80	66,710.89	73,381.98	80,053.07
22	58,909.07	66,272.71	73,636.34	80,999.98	88,363.61
23	65,024.59	73,152.67	81,280.74	89,408.82	97,536.89
24	71,774.99	80,746.86	89,718.73	98,690.61	107,662.48
25	79,226.15	89,129.42	99,032.69	108,935.96	118,839.23
26	87,450.85	98,382.21	109,313.56	120,244.92	131,176.28

Table II – B
Proposed Salary Scale
Brunswick-Glynn County Joint Water & Sewer Commission Personnel Project

GRADE	MINIMUM	1 ST QUARTILE	MID- POINT	3 RD QUARTILE	MAXIMUM
1	18,308.13	20,596.64	22,885.16	25,173.68	27,462.19
2	19,234.98	21,639.35	24,043.72	26,448.09	28,852.47
3	20,208.75	22,734.84	25,260.94	27,787.03	30,313.12
4	21,231.82	23,885.79	26,539.77	29,193.75	31,847.72
5	22,306.68	25,095.01	27,883.35	30,671.68	33,460.01
6	23,435.95	26,365.45	29,294.94	32,224.43	35,153.93
7	24,622.40	27,700.20	30,778.00	33,855.80	36,933.60
8	25,868.91	29,102.52	32,336.13	35,569.75	38,803.36
9	27,178.52	30,575.83	33,973.15	37,370.46	40,767.78
10	28,554.43	32,123.74	35,693.04	39,262.34	42,831.65
11	30,000.00	33,750.00	37,500.00	41,250.00	45,000.00
12	31,518.75	35,458.59	39,398.44	43,338.28	47,278.13
13	33,114.39	37,253.69	41,392.98	45,532.28	49,671.58
14	34,790.80	39,139.65	43,488.50	47,837.35	52,186.20
15	36,552.09	41,121.10	45,690.11	50,259.12	54,828.13
16	38,402.54	43,202.85	48,003.17	52,803.49	57,603.80
17	40,346.66	45,390.00	50,433.33	55,476.66	60,520.00
18	42,389.21	47,687.87	52,986.52	58,285.17	63,583.82
19	44,535.17	50,102.06	55,668.96	61,235.86	66,802.75
20	46,789.76	52,638.48	58,487.20	64,335.92	70,184.64
21	51,647.14	58,103.03	64,558.93	71,014.82	77,470.71
22	57,008.78	64,134.88	71,260.98	78,387.07	85,513.17
23	62,927.03	70,792.91	78,658.78	86,524.66	94,390.54
24	69,459.66	78,142.12	86,824.58	95,507.04	104,189.50
25	76,670.47	86,254.28	95,838.09	105,421.90	115,005.71
26	84,629.86	95,208.59	105,787.32	116,366.05	126,944.78

Cost of Implementation

The following paragraph presents two implementation plans for the Commission's consideration. The cost figures do not include benefit costs. Thus, the following cost figures do not represent the Commission's total personnel costs for these positions.

Table III depicts the cost to implement the new compensation plans. The annualized cost to implement classification changes necessitated by Plan A is \$359,379, or 8.60% of current payroll cost (approximately 100% of the relevant labor market for comparable organizations). The new plan places the Commission's pay scale at the approximate average of the labor market when compared to other similar organizations and should prove to be effective in attracting and retaining a quality workforce. Plan B's cost to implement is \$280,805, or 6.72% of payroll (approximately 97% of the mean of the relevant labor market for comparable organizations).

Condrey and Associates will be available to assist the Brunswick-Glynn County Joint Water & Sewer Commission Commission in implementing either of the plans. Implementing the new plan will result in further pay compression (position salaries grouped closely together regardless of length or quality of service to the organization). To help ameliorate this problem, Condrey and Associates recommends that a one-time equity adjustment be applied to employee salaries as outlined in Table III. The cost of the equity adjustment is approximately 3.54% of adjusted payroll cost. An alternative equity adjustment is also presented; its cost is approximately 2.72%.

Table III
Cost of Implementation
Brunswick-Glynn County Joint Water & Sewer Commission Personnel Project

	Classification Changes¹	Equity Adjustment²	Total Implementation Cost
Plan A	\$359,379 (8.60%)	\$163,051 (3.59%)	\$522,430
Plan B	\$280,805 (6.72%)	\$155,652 (3.49%)	\$436,457
Plan A Modified	\$359,379 (8.60%)	\$123,006 (2.71%)	\$482,385
Plan B Modified	\$280,805 (6.72%)	\$121,208 (2.72%)	\$402,013

¹ Increases are projected based on current payroll total of \$4,177,771. Excluded from this figure are salaries for elected officials and contract employees. The figures presented are exclusive of benefit costs.

² Figures presented are the estimated cost for equity adjustment increases. The calculations Plans A, B and C are based on a maximum 2% increase for employees with 1-3 year(s) of service, a 4% increase for employees with 4-6 years of service and a 6% increase for employees with 7 or more years of service as of December 31, 2014. The calculations for Plans A, B and C Modified are based on a maximum 2% increase for employees with 1-3 year(s) of service and a 4% increase for employees with 4 or more years of service as of December 31, 2014.

Appendix A
Position/Grade Analysis by Department
Brunswick-Glynn County Joint Water & Sewer Commission Personnel Project

DEPT	POSITION	GRADE
ADM/1	Director of Administration	25
ADM/2	Human Resources Coordinator/Clerk	16
ADM/3	Customer Service Supervisor	18
ADM/4	Accountant	17 ¹
ADM/5	Meter Service Supervisor	17
ADM/6	Accounts Receivable Supervisor	16
ADM/7	Billing Supervisor	16
ADM/8	Utility Service Crewleader	14
ADM/9	Accounts Payable Coordinator	14
ADM/10	Field Service Investigator	12
ADM/11	Senior Billing Technician	12
ADM/12	Accounts Receivable Technician	12
ADM/13	Customer Service Representative I	10 ²
ADM/14	Billing Technician	10
ADM/15	Meter Service Worker I	9 ³
ED/1	Executive Director	UNC
ED/2	Administrative Assistant	12
PC/1	Engineering Director	26
PC/2	Engineer	22 ⁴
PC/3	Planning and Development Coordinator	19
PC/4	Operations Analyst	19
PC/5	Senior Utility Inspector	19
PC/6	GIS Supervisor	19
PC/7	GIS Analyst	17
PC/8	Utility Inspector	16
PC/9	Administrative Coordinator	14
PC/10	Utility Locator	12
PUR/1	Purchasing Director	23
PUR/2	Fleet Maintenance Manager	19

¹ May be designated "Senior" and placed at grade 19.

² May be designated "II" and placed at grade 11.

³ May be designated "II" and placed at grade 10.

⁴ Place at grade 23 with possession of current Professional Engineer Certification in the State of Georgia.

DEPT	POSITION	GRADE
PUR/3	Administrative Assistant	12
SP/1	Systems Pumping and Maintenance Superintendent	23
SP/2	Lift Stations Supervisor	17
SP/3	Systems Monitoring Supervisor	17
SP/4	Wastewater Construction Supervisor	17
SP/5	Line Cleaning Supervisor	17
SP/6	Collection Systems Analyst	16
SP/7	Building and Grounds Crewleader	14
SP/8	Pumping Systems Crewleader	14
SP/9	Construction Crewleader	14
SP/10	Administrative Coordinator	14
SP/11	Inventory Technician	12
SP/12	Inflow and Infiltration Technician I	12 ⁵
SP/13	Pumping Systems Technician	12
SP/14	Line Locator/GIS Assistant	12
SP/15	Line Cleaning Technician	12
SP/16	Manhole Rehab Technician	10
SP/17	Utility Maintenance Worker I	9 ³
WD/1	Water Distribution Superintendent	23
WD/2	Water Distribution Supervisor	21
WD/3	Administrative Coordinator	14
WD/4	Water Distribution Crewleader	14
WD/5	Equipment Operator	12
WD/6	Utility Service Worker I	9 ³
WP/1	Water Production Superintendent	23
WP/2	Water Treatment Plant Operator III	12 ⁶
WWT/1	Wastewater Treatment Superintendent	23
WWT/2	Wastewater Treatment Supervisor	21
WWT/3	Wastewater Pretreatment Compliance Coordinator	19
WWT/4	Senior Laboratory Analyst	17
WWT/5	Laboratory Analyst I	13 ⁷
WWT/6	Wastewater Maintenance Supervisor	17

⁵ May be designated "II" and placed at grade 13.

⁶ Place at grade 13 with possession of current State of Georgia Class II license for Water or Wastewater as appropriate, and grade 15 with possession of Class I license. May be designated Operator Trainee and placed at grade 11.

⁷ May be designated "II" and placed at grade 15 if in possession of current State of Georgia Class II Laboratory Analyst certification.

DEPT	POSITION	GRADE
WWT/7	Senior Wastewater Maintenance Mechanic	14
WWT/8	Wastewater Maintenance Mechanic	12
WWT/9	Wastewater Treatment Plant Operator III	12 ⁶
WWT/10	Wastewater Treatment Technician	10

Appendix B
Position/Grade Analysis by Grade
Brunswick-Glynn County Joint Water & Sewer Commission Personnel Project

DEPT	POSITION	GRADE
ED/1	Executive Director	UNC
PC/1	Engineering Director	26
ADM/1	Director of Administration	25
PUR/1	Purchasing Director	23
SP/1	Systems Pumping and Maintenance Superintendent	23
WWT/1	Wastewater Treatment Superintendent	23
WD/1	Water Distribution Superintendent	23
WP/1	Water Production Superintendent	23
PC/2	Engineer	22 ⁴
ADM/2	Human Resources Coordinator/Clerk	21
WWT/2	Wastewater Treatment Supervisor	21
WD/2	Water Distribution Supervisor	21
PUR/2	Fleet Maintenance Manager	19
PC/6	GIS Supervisor	19
PC/4	Operations Analyst	19
PC/3	Planning and Development Coordinator	19
PC/5	Senior Utility Inspector	19
WWT/3	Wastewater Pretreatment Compliance Coordinator	19
ADM/3	Customer Service Supervisor	18
ADM/4	Accountant	17 ¹
PC/7	GIS Analyst	17
SP/2	Lift Stations Supervisor	17
SP/5	Line Cleaning Supervisor	17
ADM/5	Meter Service Supervisor	17
WWT/4	Senior Laboratory Analyst	17
SP/3	Systems Monitoring Supervisor	17
SP/4	Wastewater Construction Supervisor	17

¹ May be designated "Senior" and placed at grade 19.

⁴ Place at grade 23 with possession of current Professional Engineer Certification in the State of Georgia.

DEPT	POSITION	GRADE
WWT/6	Wastewater Maintenance Supervisor	17
ADM/6	Accounts Receivable Supervisor	16
ADM/7	Billing Supervisor	16
SP/6	Collection Systems Analyst	16
PC/8	Utility Inspector	16
ADM/9	Accounts Payable Coordinator	14
PC/9	Administrative Coordinator	14
SP/10	Administrative Coordinator	14
WD/3	Administrative Coordinator	14
SP/7	Building and Grounds Crewleader	14
SP/9	Construction Crewleader	14
SP/8	Pumping Systems Crewleader	14
WWT/7	Senior Wastewater Maintenance Mechanic	14
ADM/8	Utility Service Crewleader	14
WD/4	Water Distribution Crewleader	14
WWT/5	Laboratory Analyst I	13 ⁷
ADM/12	Accounts Receivable Technician	12
ED/2	Administrative Assistant	12
PUR/3	Administrative Assistant	12
WD/5	Equipment Operator	12
ADM/10	Field Service Investigator	12
SP/12	Inflow and Infiltration Technician I	12 ⁵
SP/11	Inventory Technician	12
SP/15	Line Cleaning Technician	12
SP/14	Line Locator/GIS Assistant	12
SP/13	Pumping Systems Technician	12
ADM/11	Senior Billing Technician	12
PC/10	Utility Locator	12
WWT/8	Wastewater Maintenance Mechanic	12
WWT/9	Wastewater Treatment Plant Operator III	12 ⁶
WP/2	Water Treatment Plant Operator III	12 ⁶

⁵ May be designated "II" and placed at grade 13.

⁶ Place at grade 13 with possession of current State of Georgia Class II license for Water or Wastewater as appropriate, and grade 15 with possession of Class I license. May be designated Operator Trainee and placed at grade 11.

⁷ May be designated "II" and placed at grade 15 if in possession of current State of Georgia Class II Laboratory Analyst certification.

DEPT	POSITION	GRADE
ADM/14	Billing Technician	10
ADM/13	Customer Service Representative I	10 ²
SP/16	Manhole Rehab Technician	10
WWT/10	Wastewater Treatment Technician	10
ADM/15	Meter Service Worker I	9 ³
SP/17	Utility Maintenance Worker I	9 ³
WD/6	Utility Service Worker I	9 ³

² May be designated "II" and placed at grade 11.

³ May be designated "II" and placed at grade 10.

Appendix C						
Salary Survey Summary						
Brunswick-Glynn County Joint Water & Sewer Commission						
Position Title	Minimum Annual Rate Mean	Minimum Annual Rate Median	Maximum Annual Rate Mean	Maximum Annual Rate Median	Average Annual Mean	Average Annual Median
Administrative Assistant	\$33,156	\$29,417	\$46,913	\$44,194	\$40,005	\$36,738
Construction Crew Supervisor	\$42,707	\$45,075	\$60,460	\$61,039	\$49,678	\$52,115
Customer Service Representative	\$28,852	\$28,456	\$42,427	\$42,615	\$34,292	\$32,704
Customer Service Supervisor	\$44,926	\$44,341	\$63,299	\$63,224	\$50,801	\$48,725
Director of Administration	\$70,557	\$71,304	\$105,750	\$107,734	\$82,815	\$90,260
Distribution Crew Leader**	\$31,588	\$31,588	\$47,728	\$47,728	\$37,977	\$37,977
Engineer	\$63,014	\$62,848	\$94,024	\$96,471	\$78,533	\$76,236
Equipment Operator	\$29,543	\$30,090	\$45,478	\$45,341	\$37,038	\$37,773
Executive Director	\$120,503	\$115,033	\$190,084	\$168,347	\$156,354	\$159,796
Inflow and Infiltration Technician I*	\$28,869	\$28,869	\$43,927	\$43,927	\$35,586	\$35,586
Laboratory Analyst I	\$33,918	\$30,992	\$49,047	\$46,488	\$38,999	\$38,598
Laboratory Analyst II	\$41,669	\$44,720	\$61,466	\$60,840	\$48,668	\$48,207
Line Maintenance Technician II*	\$31,865	\$31,865	\$48,847	\$48,847	\$36,813	\$36,813
Maintenance Mechanic I	\$35,654	\$31,732	\$49,543	\$47,635	\$41,011	\$37,511
Meter Reader I	\$31,264	\$28,456	\$44,689	\$42,245	\$37,013	\$33,154
Pumping Systems Technician I	\$32,010	\$30,762	\$46,252	\$45,429	\$36,850	\$36,192
Systems Pumping & Maintenance Superintendent	\$61,723	\$51,961	\$91,112	\$75,920	\$81,628	\$74,437
Utility Maintenance Worker**	\$32,635	\$32,635	\$46,664	\$46,664	\$37,155	\$37,155
Wastewater Pretreatment Compliance Coordinator	\$47,187	\$46,276	\$71,042	\$69,878	\$57,677	\$52,828
Wastewater Treatment Operator I	\$40,341	\$41,500	\$57,132	\$59,959	\$47,272	\$48,785
Wastewater Treatment Operator II	\$39,034	\$35,087	\$52,380	\$52,166	\$47,156	\$45,575
Wastewater Treatment Operator III	\$32,557	\$32,378	\$47,441	\$47,050	\$40,195	\$38,070
Wastewater Treatment Plant Maintenance Crew Supervisor	\$47,491	\$40,082	\$64,263	\$60,122	\$57,674	\$50,102
Wastewater Treatment Superintendent	\$56,961	\$57,365	\$86,022	\$89,231	\$73,904	\$74,196
Wastewater Treatment Supervisor	\$55,163	\$51,400	\$77,657	\$71,000	\$66,280	\$61,200

Position Title	Minimum Annual Rate Mean	Minimum Annual Rate Median	Maximum Annual Rate Mean	Maximum Annual Rate Median	Average Annual Mean	Average Annual Median
Water Distribution Superintendent	\$57,773	\$56,634	\$84,804	\$84,951	\$76,351	\$77,146
Water Operator I	\$40,341	\$41,500	\$57,132	\$59,959	\$48,236	\$48,490
Water Operator II	\$38,957	\$30,907	\$50,207	\$45,431	\$45,307	\$38,598
Water Operator III	\$32,557	\$32,378	\$47,441	\$47,050	\$39,182	\$37,220
Water Production Superintendent	\$65,221	\$65,980	\$96,996	\$99,516	\$84,816	\$81,004

* Only 1 respondent

** Only 2 respondents

Appendix D
Benefits Survey Summary
Brunswick-Glynn County Joint Water & Sewer Authority

Organization Size and Budget Questions

1. Total number of employees in your organization: **Mean = 738; median = 220; 120**
2. Do part-time employees receive health insurance benefits? **2 = Yes; 4 = No; No – No part time positions**
If so, how many hours per week do they work to receive this benefit? **30 hours**

Health Insurance Benefit Questions

3. Health Insurance Employee-Only base plan deductible: **Mean = \$833; Median = \$500; \$1,000**
Maximum out of pocket per year: **Mean = \$3,167; Median = \$3,000; \$4,000**
Health Insurance Full-Family base plan deductible: **Mean = \$2,000; Median = \$1,500; \$3,000**
Maximum out of pocket per year: **Mean = \$6,333; Median = \$5,500; \$12,000**
Health Insurance base plans: co-pay for GP doctor's visit: **Mean = \$23; Median = \$25; \$25**
Co-pay for specialist visit: **Mean = \$40; Median = \$40; \$50**
Co-pay for hospital visit: **Mean = \$265; Median = \$200; No co-pay, 20% co-insurance**
Co-insurance for in-network services: **Mean = \$93; Median = \$100; 20%**
Co-insurance for out-of-network services: **Mean = \$55; Median = \$55; 40%**
4. Monthly **employee** only cost: **Mean = \$57; Median = \$55; \$105**
Employee and children cost: **Mean = \$236; Median = \$282; \$294**
Employee and spouse cost: **Mean = \$279; Median = \$294; \$309**
Full-family cost: **Mean = \$366; Median = \$340; \$464**
Monthly **employer** cost for employee only: **Mean = \$492; Median = \$597; \$562**
Employee and children cost: **Mean = \$823; Median = \$845; \$974**
Employee and spouse cost: **Mean = \$895; Median = \$890; \$1,025**
Full-family cost: **Mean = \$1,108; Median = \$1,173; \$1,538**
5. What is the co-pay for prescription drugs?
Generic: **Mean = \$11; Median = \$10; \$15**
Preferred: **Mean = \$35; Median = \$30; \$40**
Non-preferred: **Mean = \$56; Median = \$50; \$75**
6. Are your retirees covered by your health insurance plan? **5 = Yes; 1 = No; No**
If yes, what is the retiree cost per month? **For the 1 respondent, cost = \$629;**

Dental Insurance Benefits Questions

7. Monthly employee only cost for dental: **Mean = \$20; Median = \$15; \$7**
Family cost: **Mean = \$63; Median = \$44; \$51**
Does your plan pay 100% for 6-month checkup/cleaning? **6 = Yes; 0 = No; Yes**

Retirement Benefit Questions for General Employees

8. How many years continuous service to be vested in your retirement plan: **Mean = 5.2; Median = 5; 5**

9. At what age is early retirement offered? **Mean = 55.5; Median = 55; 55**
 What age is normal retirement? **Mean = 61; Median = 62; 65**
10. Is your retirement calculated on the last 3 years of final salary? **3 = Yes; 3 = No; No**
 If not, how is it calculated? **Varies; Final average earnings are based on highest 5 years of consecutive pay**
 Do employees contribute to the pension plan? **5 = Yes; 1 = No; No**
 If so, how much per month? **Varies from 6% to 10%**
11. What is your formula for calculating retirement? **Varies; 2% X participant final average earnings X years & months of credited service**
12. If your plan is a defined contribution plan, what is the employer's contribution? **1 respondent reports 10%; N/A**
In addition to the Defined Benefit Plan, JWSC also offers employees the opportunity to participate in a 457(b) Deferred Compensation Plan.

Short-Term Disability

13. Do you provide short-term disability to your employees? **6 = Yes; 0 = No; Yes**
 If so, is it provided free to the employee? **3 = Yes; 3 = No; No**
 If it is not free to the employee, what is their monthly charge? **Varies; Age & salary dependent**
 If provided, what is the elimination period? **Modal response is 15 days; 15 days**

Long-Term Disability

14. Do you provide long-term disability to your employees? **? 6 = Yes; 0 = No; Yes**
 If so, is it provided free to the employee? **4 = Yes; 2 = No; Yes**
 If it is not free to the employee, what is their monthly charge? **Not provided; N/A**
 If provided, what is the elimination period? **30 to 180 days; 90 days**

Life Insurance

15. Do you provide life insurance to your employees? **6 = Yes; 0 = No; Yes**
 If so, is it provided free to the employee? **6 = Yes; 0 = No; Yes**
 How much life insurance do you provide for the employee? **Mean = \$40,000; Median = \$50,000; Equal to salary**

Vacation Leave Time

16. How much vacation leave time do your employees accrue per year?
 (Example: 1-5 years of service=10 days accrued per year; 160 hours maximum accrued)
 (**1**) years of service = (**12**) days accrued per year = (**124**) maximum hours accrued
 (**5**) years of service = (**16**) days accrued per year = (**150**) maximum hours accrued
 (**10**) years of service = (**21**) days accrued per year = (**162**) maximum hours accrued
 (**20**) years of service = (**24**) days accrued per year = (**212**) maximum hours accrued

17. How much vacation leave time do your employees accrue per year?

(Example: 1-5 years of service=10 days accrued per year; 160 hours maximum accrued)

(**0-7**) years of service = (**12**) days accrued per year = (**400**) maximum hours accrued

(**8-9**) years of service = (**15**) days accrued per year = (**400**) maximum hours accrued

(**10-15**) years of service = (**18**) days accrued per year = (**400**) maximum hours accrued

(**16-20**) years of service = (**20**) days accrued per year = (**400**) maximum hours accrued

(**21+**) years of service = (**25**) days accrued per year = (**400**) maximum hours accrued

Anything over 400 is converted to sick leave as long as the employee has used at least 80 hours of vacation in that year; otherwise forfeited.

Personal Days

18. Do your employees earn personal leave days per year? **2 = Yes; 4 = No; No**

If so, how many days per year? **1 day**

Sick Leave Time

19. How many sick leave hours do your employees accrue per year? **Mean = 86 hours; 8 hours per month – 12 days per year**

What is the maximum amount of sick leave hours they can accrue? **Varies; no discernable pattern; No limit**

20. Do you have a sick day payout plan for your employees? **2 = Yes; 4 = No; No, however if an employee doesn't use any sick leave in a calendar year they receive 8 hours of pay. If they use no more than 16 hours in a calendar year, they receive 4 hours of pay. They are also allowed to donate sick leave to co-workers.**

If so, please explain (example: can pay out 75% over X number of hours accrued; will only pay out at retirement; will buy back 1 week per year; etc.) **No information provided by respondents;**

Tuition Reimbursement Plan

21. Do you provide your employees with a tuition reimbursement plan? **4 = Yes; 2 = No; Yes**

If so, please explain how it works: **Varies; Employee must have worked a complete year to be eligible. Reimbursement for tuition and book costs of any job-related course or other course which is required while advancing toward a degree from an accredited institution which is related to the employee's current position or which will prepare the employee for other career assignments with the JWSC**

What is the maximum reimbursement per year? **Mean = \$3,250; Median - \$3,500;**

Reimbursement is based on course grade: A = 100%; B = 85%; C = 70%; D = 0

Does it also include payment of books? **Yes**

Uniform Allowance

22. Do you provide a uniform allowance for any employees? **2 = Yes; 4 = No; Uniforms are provided to individuals required to wear them.**

If so, which departments? **Field employees; SPM Division, Water Distribution, Water Production, Wastewater Treatment, Meter Readers, Utility Workers & Inspectors. Office staff and customer service are not required to wear a uniform.**

How much annually? **Total cost; No allowance – uniforms are supplied as needed by BGJWSC**

Holidays

23. Total number of paid holidays your organization recognizes each year: **Mean = 10; Median = 11; 11**



Brunswick-Glynn County

Joint Water and Sewer Commission

Memo

To: Human Resources Committee
From: Andrew Burroughs, P.E.
Date: May 16, 2019
Re: Discussion – Job Descriptions, Qualifications, and Expected Salary Ranges

Project Manager

This position has been posted since July 19, 2018 with the job description that is attached. The position is slotted in as a Pay Grade 23 position. Other Pay Grade 23 positions include the five operations group superintendents. The table below shows the pay band, maximum hiring range, and midpoint for Pay Grade 23 for the pay plan that becomes effective July 1. Note that this position requires a Professional Engineering License.

Minimum		Max Hire		Midpoint		Maximum	
Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
70,866	34.07	79,726	38.33	88,587	42.59	106,309	51.11

Asset Management Coordinator

This position is a new position in the Fiscal Year 2020 Budget. A proposed job description is attached. Once the job description is finalized, the position will be posted immediately after the start of the new fiscal year. The role will be used to increase workflow mapping, input workflows into Cityworks for increased usage, and help manage the four asset management work groups that are systematically going through the asset list and providing total business risk scores to determine appropriate management zones and asset replacement schedules. I am requesting this position be slotted in as a Pay Grade 22. Other Pay Grade 22 positions include the Assistant Engineer. The table below shows the pay band, maximum hiring range, and midpoint for Pay Grade 22 for the pay plan that becomes effective July 1.

Minimum		Max Hire		Midpoint		Maximum	
Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
64,214	30.87	72,238	34.73	80,267	38.59	96,325	46.31

Maintenance and Training Manager

This position is a new position in the Fiscal Year 2020 Budget. A proposed job description is attached. Once the job description is finalized, the position will be posted immediately after the start of the new fiscal year. Ideally, the candidate will have experience working in industrial maintenance or industrial safety. The role will be used to focus on maintenance and safety training, maintenance scheduling, and maintenance job auditing to determine skill gaps. I am requesting this position be slotted in as a Pay Grade 23 like the Project Manager position above. The first table shows the pay band, maximum hiring range, and midpoint for Pay Grade 23 for the pay plan that becomes effective July 1. Note that this position requires the employee to acquire both a Water and Wastewater Operator's License.



Project Manager – Design Engineer

Planning and Construction

JOB SUMMARY

Under general direction of the Director of Engineering, provides engineering design and technical expertise in the operation, maintenance, and improvement of water and wastewater systems, environmental issues, and other utility projects ensuring technical competence and compliance with all current codes and criteria. Plans, organizes, coordinates, designs and evaluates Capital Improvement and Repair & Replacement infrastructure projects. Oversees completion of all phases of projects assigned by the Director of Engineering, to include but not be limited to concept review, identification/execution of preliminary design needs, engineering design, public bidding, construction oversight and final documentation. Use of typical engineering design knowledge and tools to produce varying levels of construction plan documents. Coordinates with other Planning & Construction Division disciplines to include engineering, systems analyst, GIS/mapping, utilities location, construction inspection and plan review, as well as other divisions of the Organization. Work is reviewed for effective and efficient project management and positive promotion of the Division. Performs other related duties as assigned, in support of customer needs and organizational objectives. Work is assigned by general work plans and objectives. Work is reviewed through observation, consultation, conferences, reports, and results obtained. Acts as the Director of Engineering in their absence.

ESSENTIAL FUNCTIONS

- Reports to the Director of Engineering on Capital Improvement and Repair & Replacement projects.
- Acts on the Director of Engineering's behalf in their absence.
- Plans and coordinates major capital improvement, rehabilitative and maintenance projects, to include developing detailed project scopes, comprehensive cost estimates, budget
- Tracks project progress with regard to contract requirements, completion schedules and budgetary tracking.
- Provides summary and detailed reports to a variety of customers to include public citizens, other Organizational staff and public officials.
- Coordinates with all applicable permitting agencies to facilitate project completion to include but not be limited to EPD, GDOT, and local right-of way issuing authorities.
- Coordinates with JWSC Public Information Officer for public information events, notices of service interruption, major project issues and showcase events for project completion.
- Develops and designs plans for utility projects according to established engineering standards and local, state, and federal construction policy.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Reviews construction and maintenance projects in the field; project plans regarding water distribution, water production, wastewater collection, and wastewater treatment, for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Provides direct oversight and observation of all phases of project completion to include design meetings, field inspections, supervision of critical milestones, coordination with JWSC Operations

personnel and public events.

- Address needs for purchases of land for easements and rights-of-way.
- Surveys and coordinates with other utilities agencies in right-of-ways to assess responsibility and determine available space for improvements.
- Designs water mains for JWSC water distribution system and gravity mains for JWSC wastewater collection system. Reviews and analyzes consumption/use data and existing systems. Assists in monitoring lift station flows and pump capacities.
- Coordinates with JWSC Procurement Division for the preparation of documents for public bid, develops engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on evaluation criteria.
- Ensures the maintenance of accurate and complete records of project activities and comprehensive documentation through the life of a project.
- Performs other related duties as assigned, in support of customer needs and organizational objectives.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the current methods and techniques of civil engineering.
- Knowledge of civil engineering administration and construction management methods.
- Knowledge of and ability to apply current modern methods and techniques used in the design, construction, and inspection of water and sewer projects and acquisition of rights-of-ways.
- Demonstrated knowledge and expertise in the use of AutoCAD drafting software for the creation of typical water and sewer utility plans for construction.
- Demonstrated direct oversight of water and sewer capital infrastructure projects.
- Demonstrated use of appropriate project tracking tools and software (Gantt charts, MS Project, etc.).
- Ability to evaluate, critique and advise on proposals submitted by engineering consultants and contractors.
- Extensive knowledge of construction planning and implementation process.
- Ability to identify opportunities for cost savings in design and construction.
- Demonstrated effective handling of contract change order requests due to unforeseen issues or approved changes in scope; including abilities to convey justification for denial if warranted.
- Effective skills in positive conflict resolution with regard to all common issues encountered in large capital project construction; owner/contractor disagreements, public concerns, Operational staff concerns, etc.
- Demonstrated history of attention to job site safety and enforcement of all applicable safe practice guidelines and equipment.
- Demonstrated experience in contract compilation and interpretation, to include cooperation with legal team members in interpretation.
- Expected working knowledge of personal computers, CAD software and GIS mapping applications of a level associated with this role.
- Ability to make decisions consistent with contract agreements and direction of the Director of Engineering.
- Ability to develop and administer project budgets and to complete projects within budget.
- Ability to communicate effectively, both orally and in writing, with a wide variety of individuals from different backgrounds. Ability to prepare and deliver effective and clear communications and presentations before community groups and government officials.
- Ability to prepare and analyze comprehensive and technical reports and data.
- Ability to establish and maintain effective working relationships with customers, co-workers, state

and federal agency representatives, and community leaders.

- Ability to maintain accurate records and data systems.
- Ability to observe and evaluate the work performance of contract work and others as assigned.
- Willingness and ability to demonstrate commitment to the job, team and organization.
- Ability to set and meet goals and objectives, manage multiple tasks, and to manage time such that deadlines are met. Ability to gather and deploy resources appropriate for the task.
- Ability to apply problem-solving skills, considering all reasonable alternatives, and make recommendations for problem resolution. Ability to anticipate problems and proactively resolve them.
- Ability to be flexible in changing priorities.
- Ability and willingness to perform other related duties as assigned, in support of customer needs and organizational objectives.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include state and federal regulations, engineering standards, and division and agency policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to manage the administrative and financial functions of the Brunswick-Glynn County Joint Water and Sewer Commission. Successful performance promotes the effective and efficient operation of the agency in compliance with all relevant guidelines, legal, financial and accounting requirements.

CONTACTS

- Contacts are typically with coworkers, contractors, vendors, state and federal officials, engineers, attorneys, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

This position requires the ability to physically perform the requirements of the job including entering vaults, climbing, crawling, bending, stooping, making fine, highly controlled manipulations of small objects (e.g. making adjustments to electronic equipment), to lift and move heavy objects (100 pounds). Ability to work in an environment exposed to dust, dirt, and all weather conditions, potentially hazardous chemicals and toxic materials, hazards associated with operating a motor vehicle, high pressure lines, confined or high work places.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over GIS Analyst, Assistant Engineer, Engineering Inspector, Hydraulic Modeler, and Engineer I.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with major course work in civil

engineering, supplemented by a minimum of five years of responsible management experience to include the design and construction administration of public water and sewer facilities, or equivalent combination of training and experience. Project Engineer II (required) - possession of State recognized Engineer in Training certificate (EIT). Project Engineer III (required) - possession of State recognized Professional Engineer's License (Georgia), in Civil, Environmental or Water Resources Engineering.

- Safe driving record and valid drivers' license. Pre-employment drug screen, post-offer physical exam, criminal background and Motor Vehicle History check.

COMPENSATION

The BGJWSC provides a strong benefits package which includes major medical, dental, vision, life insurance, paid sick time and vacation, paid holidays and employer funded retirement. The salary range for this position is \$69,805 - \$104,707. Pay is competitive and will be commensurate with qualifications and experience.

The BGJWSC is an Equal Opportunity Employer.

APPLICATION INSTRUCTIONS

All interested candidates should email their resume and letter of interest, including salary requirements, to:

Baylie Lane – Human Resources Generalist

700 Gloucester Street, Suite 302

Brunswick, GA 31520

baylie@teamworkservicesinc.com



Asset Management Coordinator

ED/??

Executive Director

JOB SUMMARY

Under the general direction of the Deputy Executive Director, implements and/or maintains a strategic asset management program and associated computerized maintenance management software for the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission.

ESSENTIAL FUNCTIONS

- Oversees all aspects of asset management for the utility's infrastructure to include work functions associated with all GIS and data management by using maintenance management software and any other programs that may be used in support of asset management programs.
- Manages implementation of asset management program for all utility assets.
- Develops and/or manages proactive programs to prolong the service life and reliability of all utility assets.
- Maintains asset management software such as Cityworks CMMS and assists with maintenance of ARCGIS as needed.
- Develops and/or maintains an Asset Management Plan and Data Management Plan for the utility.
- Assists in long range planning for the physical development of JWSC infrastructure and environmental control systems.
- Assists in strategic planning for overall organizational management and optimization.
- Consults with Commission, Executive Director, Deputy Executive Director, and regulatory agencies; implements utility rules, regulations, and policies.
- Sets and tracks metrics for staff activities and performance measurement using asset management program software and management tools; improves maintenance costs and efficiencies through use of asset management database and work order planning tools for cost improvements that include but are not limited to material changes, task scheduling, functional coordination actions, etc.
- Develops and utilizes analytical tools to provide total system support accountability to ongoing rehabilitation and long range project planning.

- Manages quality assurance program for asset management data collection to correct persistent errors in data collection, input, and usage.
- Works with IT personnel, contractors, and developers to provide technical support of Cityworks CMMS to improve user performance, software utilization, and data availability.
- Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; reviews, processes or forwards; maintains documentation for reference.
- Assists in annual capital budget development tasks through prioritization of capital spending as required by strategic asset management program.
- Assists in managing phases of project development and implementation.
- Assists in assuring compliance with all local, state and federal laws and regulations.
- Assists in maintaining high levels of customer service throughout the organization.
- Assists in policy development and implementation.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Responds to written and verbal inquiries and requests as needed.
- Maintains effective working relationships with consultants, contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Cityworks computerized maintenance management software or other related CMMS.
- Knowledge of geographical information systems and related database operations.
- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water and wastewater utility.
- Knowledge of workflow processes typical to utility work and the ability to diagram workflow processes.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of automated applications to support administrative activities.

- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community. Experience in strategic planning.
- 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.
- Skill in working independently and determining task priority.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied engineering, computer, and administrative duties. The variety of operational areas impacted by the work contribute to the complexity of the work.
- The purpose of this position is to implement and/or maintain a strategic asset management program and associated computerized maintenance management software for the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission. Successful performance ensures the effective and efficient operation of the utility and affects the quality of life for residents and visitors.

CONTACTS

- Contacts are typically with JWSC 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.

MINIMUM QUALIFICATIONS

- Bachelors of Science in Chemical Engineering, Civil Engineering, Environmental Engineering, Mechanical Engineering, or other related disciplines is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Minimum of three years of extensive experience using Cityworks and ARCGIS in routine work functions is preferred.
- Lean manufacturing/ISO program experience is a plus.
- 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.



Maintenance and Training Manager

ED/??

Executive Director

JOB SUMMARY

Under the general direction of the Deputy Executive Director, oversees the preventive, predicted, and planned maintenance programs of the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission. Assesses safety and maintenance training needs and develops required training programs for maintenance personnel to improve safety practices, build necessary skill sets, and increase resource flexibility.

ESSENTIAL FUNCTIONS

- Assists Deputy Executive Director in overseeing the maintenance of the wastewater treatment facilities, wastewater collection systems, water production facilities, and water distribution facilities.
- Assists in planning the full extent of maintenance work needed to conduct the relevant preventive, predictive, or planned maintenance activities of the utility operating divisions.
- Oversees reactive maintenance activities as needed.
- Develops and/or manages the maintenance planning and scheduling processes of the JWSC.
- Develops cost and time estimates of planned maintenance work to improve resource utilization.
- Coordinates with operating superintendents to schedule manpower and resources for the most effective maintenance outcomes.
- Works closely with Purchasing Director to procure all necessary parts, equipment, and services to perform required maintenance activities.
- Develops standard operating procedures (SOP) that promote safety conscious and defect-free maintenance work quality for the utility operating divisions.
- Utilizes Cityworks or other computerized maintenance management software programs to maintain asset maintenance history and resource usage.
- Converts the JWSC asset maintenance strategy into an effective and efficient maintenance strategy for workplace activities.

- Audits operational and maintenance activities performed by operating divisions to determine necessary safety improvements and/or training.
- Provides or schedules safety training for new employees.
-
- Audits maintenance activities performed by operating divisions to determine necessary skills and/or training gaps present in workforce.
- Designs maintenance training programs for utility maintenance personnel to improve overall skill base of maintenance workforce.
- Coordinates with operational superintendents the training of maintenance staff to allow for coverage of required maintenance activities during training.
- Consults with Commission, Executive Director, Deputy Executive Director, and regulatory agencies; implements utility rules, regulations, and policies.
- Sets and tracks metrics for staff activities and performance measurement using asset management program software and management tools; improves maintenance costs and efficiencies through use of asset management database and work order planning tools for cost improvements that include but are not limited to material changes, task scheduling, functional coordination actions, etc.
- Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; reviews, processes or forwards; maintains documentation for reference.
- Assists in annual operating and capital budget development tasks through prioritization of maintenance spending and creating equipment replacement schedules.
- Manages maintenance contracts as appropriate.
- Assists in assuring compliance with all local, state and federal laws and regulations.
- Assists in maintaining high levels of customer service throughout the organization.
- Assists in policy development and implementation.
- Responds to emergency calls for assistance; coordinates with other local and state agencies whenever necessary or appropriate to maximize resources and services.
- Responds to written and verbal inquiries and requests as needed.
- Maintains effective working relationships with consultants, contractors, vendors, local, state, and federal agencies involved in public works projects, programs or services.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment facilities operations and maintenance principles.
- Knowledge of wastewater collection system operations and maintenance principles.
- Knowledge of lift station inspection, repair, and maintenance principles.
- Knowledge of water production facilities operations and maintenance principles.
- Knowledge of water distribution systems operations and maintenance principles.
- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water and wastewater utility.
- Knowledge of Cityworks computerized maintenance management software or other related CMMS.
- Knowledge of typical utilities projects, programs and services.
- Knowledge of automated applications to support administrative activities.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community. Experience in strategic planning.
- 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 preparing and presenting training materials that are both effective and easy to understand.
- 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.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied maintenance and administrative duties. The variety of operational areas impacted by the work contribute to the complexity of the work.
- The purpose of this position is to oversee the preventive, predicted, and planned maintenance programs of the water and wastewater assets of the Brunswick-Glynn Joint Water & Sewer Commission. Successful performance ensures the effective and efficient operation of the utility and affects the quality of life for residents and visitors.

CONTACTS

- Contacts are typically with JWSC 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 work is occasionally performed while intermittently sitting, standing, stooping, walking, bending or crouching.
- The employee occasionally lifts light and heavy 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 is occasionally exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.

- Sufficient experience to thoroughly understand the diverse objectives and functions of the divisions and departments in order to direct and coordinate work within the divisions, 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.
- Possession of or ability to readily obtain an appropriate state-certified license for wastewater treatment or collection systems operation.
- 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.



Executive Director

Executive Director

ED/1

JOB SUMMARY

This position is responsible for directing the operations of the Brunswick-Glynn County Joint Water and Sewer Authority.

ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the water/wastewater department; directs services including, but are not limited to, water production, distribution, and facility installation activities, meter reading services, wastewater collection and treatment, composting operations, and facility maintenance and repair.
- Manages water production stations serving residential and commercial customer locations; provides for uninterrupted water production and distribution.
- Manages the maintenance, repair and replacement of water distribution and wastewater collection lines, water pumping and storage facilities and sewer pumping and storage facilities as well as a fleet of vehicles.
- Manages residential and industrial pre-treatment and treatment facilities including laboratory facilities.
- Manages the maintenance and repair of facilities as well as vehicles and equipment.
- Provides financial, physical, and human resources sufficient to support program activities, services, projects and facilities; evaluates the adequacy and cost effectiveness of resources; makes appropriate modifications; reviews and approves all requests for materials and equipment.
- Manages the receipt and accounting for revenues, expenses, and various service accounts in cooperation with the Director of Administration.
- 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.
- Determines work procedures, prepares work schedules, and expedites workflow; inspects the progress and status of all work projects and services regularly.
- Prepares and submits 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 Board of Commissioners and keeps the Board of Commissioners informed at all times.
- Maintains close communications and working relationships with City and County Department Heads in order to coordinate and expedite work.
- 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 public inquiries regarding services or complaints; evaluates issues and options, makes recommendations, and advises the Board of Commissioners.
- 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.
- Evaluates policies and standards, monitors work performed in accordance with policies and standards, and modifies same for improved efficiency and effectiveness.
- Develops and manages a cost accounting and maintenance management system.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods, materials, and practices of construction, operation, and maintenance of water production, treatment, distribution, wastewater collection, treatment and disposal facilities, including knowledge of hydraulics and pressure analysis.
- Knowledge of the safety hazards and safe practices in construction, operation, and maintenance of a full service water/wastewater facility.
- Knowledge of the types and uses of pertinent equipment, tools, and materials.
- 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 automated applications to support administrative activities.

- Knowledge of cost accounting and Governmental Accounting Standards.
- Skill in preparing short and long-term plans for water/wastewater facilities and infrastructure to serve a growing community.
- Skill in planning for appropriate resources and in providing services within budget.
- Skill in reading blueprints and 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.
- Skill in managing work, leading others, and delegating responsibility.
- Skill in interpersonal communication.
- 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 Board of Commissioners 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 direct the 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 direct 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) 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.