

RESOLUTION NO. R15-662

A RESOLUTION TO APPROVE A JOB DESCRIPTION FOR THE WATER SYSTEM CHIEF OPERATOR

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, the City Council wishes to create the position of Water System Chief Operator and a job description related thereto; and

WHEREAS, the City Council desires to formally approve said job description;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval of Job Description. The job description for the position of Water System Chief Operator attached hereto as Exhibit A is hereby approved by the City Council.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO REOLVED this 14th day of September, 2015.


TIM THOMPSON, Mayor

ATTEST:



MICHAEL WILLIAMS, City Attorney

APPROVED AS TO FORM:

VANESSA HOLIDAY, City Clerk

(SEAL)

JOB DESCRIPTION FOR WATER SYSTEM CHIEF OPERATOR

EXHIBIT A

Job Title: Water System Chief Operator

Job Summary: This position is responsible for the technical and administrative work in directing and carrying out the operations of the City's water system, and conducting the City's meter reading function, performing utility locating function, and overseeing water plant operations as needed. This position works under the direction of the Water Superintendent

Class Characteristics:

Major Duties:

- Reviews and oversees the technical aspects of the work of the Water System Technicians assigned to the Water Department, provides training and instruction for these staff, and performs quality checks of their work.
- Assists the Water Superintendent in the scheduling of work shift assignments for Water System Technicians.
- Operates various hand tools, power tools and light and heavy equipment for maintenance and repair of the city's water system;
- Checks, maintains and cleans equipment, trucks, trailers and tools;
- Performs landscaping and grading functions at all water sites;
- Performs water distribution system maintenance, repair, upkeep and enhancement, including but not limited to repairing leaks, running tests of groundwater, troubleshooting distribution problems through removal/installation of pipes, hydrants, meters, fixtures and valves; flushes hydrants as needed;
- Treats groundwater to ensure compliance with state and federal requirements;
- Reads water meters on assigned route, records usage through portable computer-based system, makes special readings as required, checks for dysfunctional meters and reports any defects to Water Superintendent, and performs verification and accuracy tests on problematic meters;
- Responds to work order requests from the Utility Billing Group including service hook ups, termination and general residential issues,
- Coordinates with the Utility Billing Group to ensure work orders are properly processed upon work completion;
- Assists residents with resolving Water Department issues;
- Participates in the department's afterhours, weekend and holiday on-call rotation schedule;
- Performs other duties as assigned.

EXHIBIT A
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Job Title: Water System Chief Operator (continued)

Additional Duties for Water System Chief Operator:

- Locates Water and Sewer lines through utilization of utility locating equipment;
- Responsible for plant operation duties in the absence of Water Superintendent requiring 24/7/365 on call responsibility;
- Inventories all materials utilized by the Water Department and maintains accurate records for audit compliancy;
- Conducts daily tests of water produced, including a weekly assessment of the water plant paying attention to safety and productivity.
- Train, direct and coordinate the work of lower level staff at the direction of the Water Department Superintendent.

Knowledge Required by the Position:

- Knowledge of or ability to learn operational characteristics, services, and activities of a utilities maintenance program;
- Knowledge of or ability to learn principles and practices of program development and administration;
- Knowledge of or ability to learn pertinent federal, state, and local laws, codes, and regulations;
- Knowledge of or ability to learn current methods, terminology, equipment, tools, and materials utilized in the maintenance, repair, and construction of utilities structures and systems including water mains and appurtenances, chlorination equipment, flow control valves, and hydroelectric generation equipment and systems;
- Knowledge of or ability to learn types and level of maintenance and repair activities generally performed in a utilities maintenance program;
- Knowledge of or ability to learn operational characteristics of tools and equipment used in maintenance, repair, and construction of water distribution, recycled water distribution, and related utility systems;
- Knowledge of or ability to learn backflow and cross-connection control principles;
- Knowledge of or ability to learn industrial pretreatment principles and practices;
- Knowledge of or ability to learn water, recycled water, and sewer boundaries within the city;
- Knowledge of or ability to learn mathematical principles;
- Knowledge of or ability to learn principles and practices of record keeping and report preparation;

Job Title: Water System Chief Operator (continued)

- Knowledge of or ability to learn occupational hazards and standard safety precautions;
- Knowledge of or ability to learn office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Ability to participate in the management of a utilities maintenance program;
- Ability to interpret and apply federal, state, and local policies, laws, and regulations;
- Ability to ensure adherence to safe work practices and procedures;
- Ability to estimate time, material, and labor costs for maintenance and repair projects;
- Ability to compile data, maintain records and files, and participate in the preparation of clear and concise reports;
- Ability to participate in the provision of a high level of customer service to internal and external customers;
- Ability to respond to requests and inquiries from the general public;
- Ability to read and interpret maps, plans, sketches, schematics, diagrams, and blueprints;
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with those contacted in the course of work;
- Knowledge of or ability to learn City of Stockbridge infrastructure and geography;
- Knowledge of or ability to learn basic chemistry and biology;
- Knowledge of confined space entry;
- Knowledge of or ability to learn City ordinances, policies and procedures;
- Skill operating a variety of tools, equipment and commercial vehicles.

Supervisory Controls: The work of all Water System Technicians is performed under the general supervision of the Water Superintendent.

Guidelines: Guidelines include OSHA, EPA, EPD, state and federal safety regulations and City and departmental safety manuals, policies