



Administrative Services Committee Committee Room- 2/13/2008- 12:50 PM Meeting

### **ADMINISTRATIVE SERVICES**

1. Presentation by Ms. Victoria Hann regarding the 2009 National Science Olympiad being hosted by Augusta State University. ☐ [Attachments](#)
2. Evaluation of positions for direct reports to the Mayor and Commission. (Requested by Commissioners Grantham and Brigham) ☐ [Attachments](#)
3. Approve the titles and pay-grades of the ten positions approved by the Commission, on November 20, 2007, which were added to the AUD organizational structure for the purpose of operating and maintaining the Fort Gordon water and sewer system. ☐ [Attachments](#)
4. Appointment of Ms. Chiquita Johnson as General Counsel. (Requested by Commissioner J. R. Hatney, Chairman of Law Department Sub-Committee) ☐ [Attachments](#)

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**Administrative Services Committee Meeting  
2/13/2008 12:50 PM  
2009 National Science Olympiad**

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**Department:** Clerk of Commission

**Caption:** Presentation by Ms. Victoria Hann regarding the 2009 National Science Olympiad being hosted by Augusta State University.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are  
Available in the  
Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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## AGENDA ITEM REQUEST FORM

**\*\*REQUEST TO BE INCLUDED ON 2/11 AGENDA FOR BELOW COMMITTEES\*\***

**Commission/Committee: (Please check one)**

☐ Commission  
☐ Public Services Committee  
☒ Administrative Services Committee  
☐ Engineering Services Committee  
☒ Finance Committee  
☐ Public Safety Committee

**Contact Information for Individual/Presenter Making the Request:**

Name: Victoria Hann  
Address: Augusta State University  
Telephone Number: 706-729-2390  
Fax Number: 706-667-4693  
E-Mail Address: vhann@aug.edu

**Caption/Topic of Discussion to be placed on the Agenda:**

2009 National Science Olympiad being hosted by Augusta State University  
\_\_\_\_\_  
\_\_\_\_\_

**Please send this request form to the following address:**

|                                    |                                              |
|------------------------------------|----------------------------------------------|
| <b>Ms. Lena J. Bonner</b>          | <b>Telephone Number: 706-821-1820</b>        |
| <b>Clerk of Commission</b>         | <b>Fax Number: 706-821-1838</b>              |
| <b>Room 806 Municipal Building</b> | <b>E-Mail Address: lbonner@augustaga.gov</b> |
| <b>530 Greene Street</b>           |                                              |
| <b>Augusta, GA 30911</b>           |                                              |

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



AUGUSTA STATE  
UNIVERSITY

February 7, 2008

Finance Committee  
Administrative Services Committee  
City of Augusta

Dear Committee Members,

We look forward to meeting with each of you on February 12<sup>th</sup> to discuss the City of Augusta's involvement with the 2009 National Science Olympiad being hosted by Augusta State University. We are excited about the potential of this national event and appreciate the enthusiasm we have received thus far from the Augusta Convention & Visitors Bureau, Mayor Deke Copenhaver, Commissioner Don Grantham and private partners such as AT&T, Georgia Power, PCS Nitrogen & Bridgestone/ Firestone, to mention a few. We hope you will leave our discussions as enthused as those we've mentioned.

The 2009 National Science Olympiad is expected to bring 5,000 to 7,500 of the nation's most talented, scientific middle and high school students, their mentors, parents and volunteers to Augusta State University for a weekend of education, competition and fellowship. This is an annual national competition and a culmination of the state competitions that occur throughout the year leading only the best school in each state to compete in the national event. The 2009 National Science Olympiad will celebrate its 25<sup>th</sup> anniversary in 2009, and is only the second time that it has been held in the state of Georgia. Augusta State University is very proud to have attracted such an event to Georgia and specifically to the City of Augusta.

This event will have an enormous impact on young minds throughout the country and provide a measurable economic force throughout the state as it is estimated to contribute more than \$1.5 million in direct visitor spending in the Augusta region alone.

The Science Olympiad's mission is to develop scientific interest through problem-solving, communication, and teamwork activities, and continues to encourage and enhance interest in science professions, especially among female and minority students. Nationally, there are more than three million students involved in local, regional and state competitions each year in preparation to advance to the National Olympiad competition. It would be meaningful to have the City of Augusta as a visual supporter to this event.

In closing, we will again look forward to presenting this request in person next Tuesday, but until then hope that we have included the highlights of this very worthwhile event.

Thank you for your service to City of Augusta and support to Augusta's university, Augusta State University!

Most sincerely,

A handwritten signature in cursive script, reading "Helen Hendee".

Helen Hendee  
Vice President  
Development & Alumni Affairs

A handwritten signature in cursive script, reading "Victoria Hann".

Victoria Hann  
Director of Major Gifts



**Administrative Services Committee Meeting  
2/13/2008 12:50 PM  
Direct Report Positions to Mayor and Commission**

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**Department:** Clerk of Commission

**Caption:** Evaluation of positions for direct reports to the Mayor and Commission. (Requested by Commissioners Grantham and Brigham)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are  
Available in the  
Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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**Administrative Services Committee Meeting  
2/13/2008 12:50 PM  
Fort Gordon Job Descriptions**

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**Department:** Utilities

**Caption:** Approve the titles and pay-grades of the ten positions approved by the Commission, on November 20, 2007, which were added to the AUD organizational structure for the purpose of operating and maintaining the Fort Gordon water and sewer system.

**Background:** On November 20th, 2007, the Augusta Commission approved a request by AUD to create a new Assistant Director position to oversee the operations of the Fort Gordon Water and Sewer System. The Commission also approved the concept of 11 additional positions for FortGordon with the understanding that AUD would return with another agenda item to include the job descriptions of the 11 positions. It was the desire of AUD to hire the new Assistant Director who would then be available to provide input in the creation of the positions. AUD has now completed the interviewing and hiring process for the assistant director. With the addition of the new assistant director, AUD made adjustment to FortGordon organizational chart and is requesting approval of the titles and pay-grades for the following 10 positions: Superintendent – 1 (54), Operations Manager – 2 (52), Facilities Manager – 1 (52), Assistant Manager – 2 (47), Crew Supervisor – 1 (43), Crew Leader – 2 (40), Admin. Secretary – 1 (39) The original staffing positions placed in the Fort Gordon Contract proposal were based on the anticipated personnel needed to perform the required work. This configuration has changed somewhat in order to more accurately reflect the operational requirements. The personnel cost was one of the components in establishing the Operations & Maintenance (O&M) budget in which AUD is to receive a monthly payment from the Defense Energy Support Center (DESC) for compensation of expenses. This new structure is still in keeping with the personnel cost

originally established in the O&M budget.

**Analysis:** The contract between the City of Augusta and DESC allows for the city to be compensated for the cost associated with staffing for the Fort Gordon operations. This item seeks to obtain approval of the mentioned job titles and pay-grades for the new positions that were approved by the Commission on November 20, 2007, and allow for the time needed to begin hiring and putting in place the employee group that will maintain the Fort Gordon water and sewer system.

**Financial Impact:** The anticipated annual budget, including benefits, for all eleven positions (including the Asst. Dir.) is \$747,286.00. AUD will be compensated for this expense per the contract between the city and DESC.

**Alternatives:** None recommended.

**Recommendation:** It is recommended to: Approve the titles and pay-grades of the ten positions approved by the Commission, on November 20, 2007, which were added to the AUD organizational structure for the purpose of operating and maintaining the Fort Gordon water and sewer system.

**Funds are Available in the Following Accounts:** Funds are available in acct #506101110-6011150

**REVIEWED AND APPROVED BY:**

**Finance.  
Human Resources.  
Administrator.**

# Augusta-Richmond County

## Job Description

**Approved Title:** Superintendent I  
**Title:** Superintendent – Fort Gordon  
**Department:** Utilities  
**Reports to:** Asst. Dir. Ft. Gordon

**Job Code:**  
**Overtime:** Exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 54

**GENERAL SUMMARY:** Plans, directs, coordinates, and supervises water and sewer system construction and maintenance within the guidelines of state, federal, and Army laws and regulations acceptable trade practices and local ordinances policies and procedures. Reports to the Asst. Director or other designated person and works with co-workers, building contractors, utility companies, and the Fort Gordon public to provide maintenance and administrative support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures compliance with all aspects of the utility privatization contract between Augusta Utilities and Fort Gordon.
2. Communicates regularly and as needed with the Fort Gordon Contract Officer's Representative regarding all operation & maintenance work, new construction extensions and overall utility planning.
3. Reviews monthly and annual reports to Fort Gordon and ensures contract compliance.
4. Inspects job sites for compliance and reviews all completed work logs.
5. Develops long- and short-range plans for system expansion and reviews development plans with engineers and contractors.
6. Provides information on water and sewer operations.
7. Resolves technical problems.
8. Maintains records.
9. Writes specifications for equipment and supplies and requisitions materials.
10. Performs personnel functions, conducts staff meetings, and serves as a resource to subordinate personnel.

### REQUIREMENTS

**Education:** BA/BS in related occupational field of study or two years of work experience for each year of missing education.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Two years experience on military installation with the same size and complexity as Fort Gordon is desirable.

### Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervisory principles and practices, general codes and ordinances pertaining to water and sewer construction and maintenance, and civil engineering.
- Familiarity with the interrelated operations of pumps, electrical motors, gasoline engines, control valves, and large water and sewer systems.
- Proficiency in management, supervision, reading blueprints, and performing standard mathematical calculations.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

### Other:

- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.

### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring the use of protective devices.

### DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

### REVIEW/APPROVALS

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# Augusta-Richmond County

## Job Description

**Approved Title:** Superintendent II  
**Title:** Oper. Mgr. - Backflow  
**Department:** Utilities  
**Reports to:** Superintendent- Ft. Gordon

**Job Code:**  
**Overtime:** Exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 52

**GENERAL SUMMARY:** Plans, directs, coordinates, and supervises water and sewer system construction and maintenance within the guidelines of state, federal, and Army laws and regulations acceptable trade practices and local ordinances policies and procedures. Reports to the Superintendent of Operations or other designated person and works with co-workers, building contractors, utility companies, and the Fort Gordon public to provide maintenance and administrative support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures compliance with all aspects of the utility privatization contract between Augusta Utilities and Fort Gordon.
2. Communicates regularly and as needed with the Superintendent regarding all operation & maintenance work, new construction extensions and overall utility planning.
3. Reviews monthly and annual reports to Fort Gordon and ensures contract compliance.
4. Inspects job sites for compliance and reviews all completed work logs.
5. Develops long- and short-range plans for system expansion and reviews development plans with engineers and contractors.
6. Provides information on water and sewer operations.
7. Resolves technical problems.
8. Maintains records.
9. Writes specifications for equipment and supplies and requisitions materials.
10. Performs personnel functions, conducts staff meetings, and serves as a resource to subordinate personnel.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 5+ years work related experience in civil or environmental engineering or administration of backflow operations on a Federal Facility of same size and complexity of Fort Gordon.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervisory principles and practices, general codes and ordinances pertaining to water and sewer construction and maintenance, and civil engineering.
- Familiarity with the interrelated operations of pumps, electrical motors, gasoline engines, control valves, and large water and sewer systems.
- Proficiency in management, supervision, reading blueprints, and performing standard mathematical calculations.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### Other:

- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.

#### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring the use of protective devices.

#### DISCLAIMER

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#### REVIEW/APPROVALS

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# Augusta-Richmond County

## Job Description

|                        |                                                  |                       |                         |
|------------------------|--------------------------------------------------|-----------------------|-------------------------|
| <b>Approved Title:</b> | <b>Facility Manager</b>                          | <b>Job Code:</b>      |                         |
| <b>Title:</b>          | <b>Oper. Mgr. - Instrumentation / Electrical</b> | <b>Overtime:</b>      | <b>Exempt</b>           |
| <b>Department:</b>     | <b>Utilities</b>                                 | <b>Date Prepared:</b> | <b>February 1, 2008</b> |
| <b>Reports to:</b>     | <b>Superintendent– Ft. Gordon</b>                | <b>Job Grade:</b>     | <b>52</b>               |

**GENERAL SUMMARY:** Plans, directs, coordinates, and supervises water and sewer system construction and maintenance within the guidelines of state, federal, and Army laws and regulations acceptable trade practices and local ordinances policies and procedures. Reports to the Superintendent of Operations or other designated person and works with co-workers, building contractors, utility companies, and the Fort Gordon public to provide maintenance and administrative support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures compliance with all aspects of the utility privatization contract between Augusta Utilities and Fort Gordon.
2. Communicates regularly and as needed with the Superintendent regarding all operation & maintenance work, new construction extensions and overall utility planning.
3. Reviews monthly and annual reports to Fort Gordon and ensures contract compliance.
4. Inspects job sites for compliance and reviews all completed work logs.
5. Develops long- and short-range plans for system expansion and reviews development plans with engineers and contractors.
6. Provides information on water and sewer operations.
7. Resolves technical problems.
8. Maintains records.
9. Writes specifications for equipment and supplies and requisitions materials.
10. Performs personnel functions, conducts staff meetings, and serves as a resource to subordinate personnel.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 5+ years work related experience in civil or environmental engineering or administration of backflow operations on a Federal Facility of same size and complexity of Fort Gordon.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervisory principles and practices, general codes and ordinances pertaining to water and sewer construction and maintenance, and civil engineering.
- Familiarity with the interrelated operations of pumps, electrical motors, gasoline engines, control valves, and large water and sewer systems.
- Proficiency in management, supervision, reading blueprints, and performing standard mathematical calculations.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### Other:

- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.

#### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring the use of protective devices.

#### DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

#### REVIEW/APPROVALS

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# Augusta-Richmond County

## Job Description

**Approved Title:** Superintendent II  
**Title:** Oper. Mgr. Water/Sewer  
**Department:** Utilities  
**Reports to:** Superintendent– Ft. Gordon

**Job Code:**  
**Overtime:** Exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 52

**GENERAL SUMMARY:** Plans, directs, coordinates, and supervises water and sewer system construction and maintenance within the guidelines of state, federal, and Army laws and regulations acceptable trade practices and local ordinances policies and procedures. Reports to the Superintendent of Operations or other designated person and works with co-workers, building contractors, utility companies, and the Fort Gordon public to provide maintenance and administrative support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures compliance with all aspects of the utility privatization contract between Augusta Utilities and Fort Gordon.
2. Communicates regularly and as needed with the Superintendent regarding all operation & maintenance work, new construction extensions and overall utility planning.
3. Reviews monthly and annual reports to Fort Gordon and ensures contract compliance.
4. Inspects job sites for compliance and reviews all completed work logs.
5. Develops long- and short-range plans for system expansion and reviews development plans with engineers and contractors.
6. Provides information on water and sewer operations.
7. Resolves technical problems.
8. Maintains records.
9. Writes specifications for equipment and supplies and requisitions materials.
10. Performs personnel functions, conducts staff meetings, and serves as a resource to subordinate personnel.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 5+ years work related experience in civil or environmental engineering or administration of water and wastewater operations on a Federal Facility of same size and complexity of Fort Gordon.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervisory principles and practices, general codes and ordinances pertaining to water and sewer construction and maintenance, and civil engineering.
- Familiarity with the interrelated operations of pumps, electrical motors, gasoline engines, control valves, and large water and sewer systems.
- Proficiency in management, supervision, reading blueprints, and performing standard mathematical calculations.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### Other:

- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.

#### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed outdoors with exposure to traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring the use of protective devices.

#### DISCLAIMER

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#### REVIEW/APPROVALS

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# Augusta-Richmond County

## Job Description

**Approved Title:** Assistant Manager Sewer  
**Title:** Assistant Manager - Sewer  
**Department:** Utilities  
**Reports to:** Operations Manager

**Job Code:**  
**Overtime:** Exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 47

**GENERAL SUMMARY:** Assist in planning, directing, and coordinating activities of water maintenance personnel within the guidelines of department regulations, standard construction and maintenance practices and county / Army codes. Reports to Operations Manager or other designated person and works with pump and motor suppliers and employees to provide technical support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures compliance with all aspects of the utility privatization contract between Augusta Utilities and Fort Gordon.
2. Communicates regularly and as needed with the Fort Gordon Contract Officer's Representative regarding new construction extensions, design considerations, and overall utility planning.
3. Evaluates proposed water and sanitary sewer projects.
4. Maintains current status reports and files on projects.
5. Coordinates projects with other agencies.
6. Performs field surveying.
7. Attends pre-construction and utility meetings.
8. Responsible for in-house design contracts.
9. Designs water/ sewer and related utilities projects.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Two years experience on military installation with the same size and complexity as Fort Gordon is desirable.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, motors, and valves, electricity (three-phase system) control circuits and general mechanical operations.
- Familiarity with Augusta-Richmond County water and sewer system codes, and with departmental policies and procedures.
- Proficiency in supervision, maintaining records, and repairing and maintaining pumps and valves.
- Knowledge of electrical systems.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### Other:

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.
- Possess or have ability to obtain certification in water distribution system.

### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, and machinery with moving parts requiring the use of protective devices.

### DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

### REVIEW/APPROVALS

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# Augusta-Richmond County

## Job Description

**Approved Title:** Assistant Manager Water  
**Title:** Assistant Manager - Water  
**Department:** Utilities  
**Reports to:** Operations Manager

**Job Code:**  
**Overtime:** Exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 47

**GENERAL SUMMARY:** Assist in planning, directing, and coordinating activities of water maintenance personnel within the guidelines of department regulations, standard construction and maintenance practices and county / Army codes. Reports to Operations Manager or other designated person and works with pump and motor suppliers and employees to provide technical support.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures compliance with all aspects of the utility privatization contract between Augusta Utilities and Fort Gordon.
2. Communicates regularly and as needed with the Fort Gordon Contract Officer's Representative regarding new construction extensions, design considerations, and overall utility planning.
3. Evaluates proposed water and sanitary sewer projects.
4. Maintains current status reports and files on projects.
5. Coordinates projects with other agencies.
6. Performs field surveying.
7. Attends pre-construction and utility meetings.
8. Responsible for in-house design contracts.
9. Designs water/ sewer and related utilities projects.

### REQUIREMENTS

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Two years experience on military installation with the same size and complexity as Fort Gordon is desirable.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, motors, and valves, electricity (three-phase system) control circuits and general mechanical operations.
- Familiarity with Augusta-Richmond County water and sewer system codes, and with departmental policies and procedures.
- Proficiency in supervision, maintaining records, and repairing and maintaining pumps and valves.
- Knowledge of electrical systems.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### Other:

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.
- Possess or have ability to obtain certification in water distribution system.

### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, and machinery with moving parts requiring the use of protective devices.

### DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

### REVIEW/APPROVALS

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

## ***Augusta-Richmond County***

### ***Job Description***

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**Approved Title:** Property and Maintenance Supervisor 1  
**Title:** Supervisor – Ft. Gordon  
**Department:** Utilities  
**Reports to:** Assistant Manager

**Job Code:**  
**Overtime:** Non-exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 43

**GENERAL SUMMARY:** Supervises work crews and installs water and sewer mains and lines within the guidelines of supervisory instructions, accepted work practices, and county / Army procedures. Reports to the Assistant Manager or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Install pipe.
2. Perform water and sewer taps.
3. Perform flagman duties around worksites.
4. Repair sewer lines, sewer mains, and water meters.
5. Assist in maintaining and repairing fire hydrants and valves.
6. Maintain and clear water and sewer rights-of-way.
7. Maintain vehicles and equipment.
8. Adjust valves and manhole covers to grade.
9. Investigate water pressure complaints and answer emergency service calls.
10. Operate machinery with moving parts.

#### **REQUIREMENTS**

**Education:** High School diploma, GED or higher level of education.

**Experience:** 5 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship. Two years experience on military installation with the same size and complexity as Fort Gordon is desirable.

#### **Knowledge/Skills/Abilities:**

- Considerable knowledge of water and sewer line construction and repair techniques.
- Familiarity with Augusta-Richmond County and departmental policies and procedures.
- Proficiency in the repair and construction of water and sewer lines.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### **Other:**

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.
- Possess 5+ years experience in water and sewer utility work and possess a Certification in water distribution and wastewater collection through Georgia State Board of Examiners, or possess the ability to obtain such within 12 months of assuming the position.

#### **PHYSICAL DEMANDS**

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed on job sites and with exposure to noise, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

#### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

#### **REVIEW/APPROVALS**

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Human Resources

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Date

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Line or Staff Management

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Date

## ***Augusta-Richmond County***

### ***Job Description***

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**Approved Title:** Property and Maintenance Supervisor II  
**Title:** Crew Leader – Water / Sewer  
**Department:** Utilities  
**Reports to:** Supervisor I

**Job Code:**  
**Overtime:** Non-exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 40

**GENERAL SUMMARY:** Supervises work crews and installs water and sewer mains and lines within the guidelines of supervisory instructions, accepted work practices, and county / Army procedures. Reports to the Assistant Manager or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Install pipe.
2. Perform water and sewer taps.
3. Perform flagman duties around worksites.
4. Repair sewer lines, sewer mains, and water meters.
5. Assist in maintaining and repairing fire hydrants and valves.
6. Maintain and clear water and sewer rights-of-way.
7. Maintain vehicles and equipment.
8. Adjust valves and manhole covers to grade.
9. Investigate water pressure complaints and answer emergency service calls.
10. Operate machinery with moving parts.

#### **REQUIREMENTS**

**Education:** High School diploma, GED or higher level of education.

**Experience:** 3 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

#### **Knowledge/Skills/Abilities:**

- Considerable knowledge of water and sewer line construction and repair techniques.
- Familiarity with Augusta-Richmond County and departmental policies and procedures.
- Proficiency in the repair and construction of water and sewer lines.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### **Other:**

- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated as well as military driver's license and military access clearances.

#### **PHYSICAL DEMANDS**

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed on job sites and with exposure to noise, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

#### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

#### **REVIEW/APPROVALS**

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Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

## ***Augusta-Richmond County***

### ***Job Description***

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**Approved Title:** Secretary I  
**Title:** Administrative Secretary  
**Department:** Utilities  
**Reports to:** Administrative Assistant I

**Job Code:**  
**Overtime:** Non-exempt  
**Date Prepared:** February 1, 2008  
**Job Grade:** 39

**GENERAL SUMMARY:** Provides administrative secretarial support within the guidelines of departmental and Augusta-Richmond County rules and regulations. Reports to the Administrative Assistant I or other designated person and works with employees, the public, utility companies, developers, and realtors to provide administrative support.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists in answering incoming calls, transfers to appropriate personnel, and takes and relays messages.
2. Assists in the establishment and maintenance of filing system for department records and reports.
3. Assists in processing purchase orders and vouchers payable.
4. Compiles data and prepares special reports.
5. Assists in preparing departmental payroll.
6. Receives and processes applications for new water and sewer taps for urban district.
7. Serves as a resource to subordinate personnel.

#### **REQUIREMENTS**

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

#### **Knowledge/Skills/Abilities:**

- Considerable knowledge of modern office procedures and policies and payroll procedures.
- Familiarity with local government policies and procedures.
- Proficiency in maintaining files and dealing with the public.
- Mastery of standard office equipment, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

#### **Other:**

May supervise and/or train designated subordinate personnel.

#### **PHYSICAL DEMANDS**

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed in an office.

#### **DISCLAIMER**

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#### **REVIEW/APPROVALS**

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

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Line or Staff Management

\_\_\_\_\_  
Date



**Administrative Services Committee Meeting  
2/13/2008 12:50 PM  
General Counsel Appointment**

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**Department:** Clerk of Commission

**Caption:** Appointment of Ms. Chiquita Johnson as General Counsel.  
(Requested by Commissioner J. R. Hatney, Chairman of Law  
Department Sub-Committee)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are  
Available in the  
Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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