



Administrative Services Committee Meeting Committee Room- 4/13/2009- 12:40 PM

ADMINISTRATIVE SERVICES

1. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Turpin Hill Neighborhood: 1608 Luckey Street, 1732 Luckey Street, 1598 ½ Lee Beard Way, (District 2, Super District 9); May Park Neighborhood: 26 Taylor Street, 28 Taylor Street, (District 1, Super District 9); Laney-Walker Neighborhood: 1253 Pine Street, 1235 Pine Street, (District 1, Super District 9); South Augusta Neighborhood: 2149 Veterans Drive, (District 5, Super District 9); AND WAIVE 2ND READING. ☐ [Attachments](#)
2. Consider Resolution for City's support of the Augusta Housing Authority and Walton Communities, LLC, Application for Low Income Housing Tax Credits for Underwood Homes Redevelopment Phase I (Family). ☐ [Attachments](#)
3. Consider Resolution for City's support of the Augusta Housing Authority and Walton Communities, LLC, Application for Low Income Housing Tax Credits for Underwood Homes Redevelopment Senior. ☐ [Attachments](#)
4. Authorize Augusta Utilities to add eight new positions to serve Fort Gordon and increasing customer demands. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
4/13/2009 12:40 PM
Demolition of Unsafe Structures**

Department:	License & Inspection
Caption:	Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Turpin Hill Neighborhood: 1608 Luckey Street, 1732 Luckey Street, 1598 ½ Lee Beard Way, (District 2, Super District 9); May Park Neighborhood: 26 Taylor Street, 28 Taylor Street, (District 1, Super District 9); Laney-Walker Neighborhood: 1253 Pine Street, 1235 Pine Street, (District 1, Super District 9); South Augusta Neighborhood: 2149 Veterans Drive, (District 5, Super District 9); AND WAIVE 2ND READING.
Background:	The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.
Analysis:	Continuing the removal of dilapidated structures will signal to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.
Financial Impact:	The average total cost associated with the demolition of each property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.
Alternatives:	Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.
Recommendation:	Approval
Funds are Available in the Following Accounts:	FUNDS ARE AVAILABLE IN THE FOLLOWING ACCOUNT: Account # 220-07-2912 / 5212999

REVIEWED AND APPROVED BY:

Cover Memo

Item # 1

Finance.
Law.
Administrator.
Clerk of Commission

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURES ON PROPERTY LOCATED AT 1608 LUCKEY STREET, 1732 LUCKEY STREET, 1598 ½ LEE BEARD WAY, 26 TAYLOR STREET, 28 TAYLOR STREET, 1253 PINE STREET, 1235 PINE STREET, AND 2149 VETERANS DRIVE.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 1608 LUCKEY STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-2 as Parcel 187.
- 1732 LUCKEY STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 72-2 as Parcel 132.
- 1598 ½ LEE BEARD WAY, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 182.
- 26 TAYLOR STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 60-2 as Parcel 98.
- 28 TAYLOR STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 60-2 as Parcel 97.
- 1253 PINE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-2 as Parcel 12.
- 1235 PINE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-2 as Parcel 17.
- 2149 VETERANS DRIVE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 55-4 as Parcel 78.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Duly adopted this _____ day of _____, 2009

MAYOR _____

ATTEST: _____

CLERK OF COMMISSION



**Administrative Services Committee Meeting
4/13/2009 12:40 PM
Underwood Homes REdevelopment Phase I**

Department: Housing and Community Development Department

Caption: Consider Resolution for City's support of the Augusta Housing Authority and Walton Communities, LLC, Application for Low Income Housing Tax Credits for Underwood Homes Redevelopment Phase I (Family).

Background: The Georgia Department of Community Affairs (DCA) has Low Income Housing Tax Credits available which are used to improve the living environment and housing throughout Georgia. The Augusta Housing Authority and Walton Communities, LLC plan to submit an application to DCA for an allocation of Low Income Housing Tax Credits. The tax credits will be used to fund the construction of affordable apartments for low income families at Underwood Homes. The total number of units will be approximately +/-75 units.

Analysis: : The apartment complex will be a valuable resource of housing for low income families in Augusta. If the tax credit application is approved, additional dollars will be forthcoming into the community which will have a tremendous impact on revitalization in Augusta.

Financial Impact: The entities will be applying for Tax Credits in the amount of \$10,179,000.

Alternatives: 1) Approve Support of Tax Credit Application; or 2) Deny support and prevent revitalization in Augusta

Recommendation: Approve Resolution for City's Support of the Augusta Housing Authority and Walton Communities, LLC, Application for Tax Credits for Underwood Homes Redevelopment Phase I (Family)

Funds are Available in the Following Accounts: Application for DCA's Tax Credit funds.

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

A RESOLUTION SUPPORTING AUGUSTA HOUSING AUTHORITY AND WALTON COMMUNITIES, LLC's APPLICATION FOR LOW INCOME HOUSING TAX CREDITS FOR UNDERWOOD HOME REDEVELOPMENT PHASE I (FAMILY), LOCATED AT 610 FAIRHOPE STREET, AUGUSTA, GEORGIA.

WHEREAS, the Georgia State Department of Community Affairs serves a vital role in its efforts in assisting with the development of housing in the State of Georgia by:

- Improving the living environment for residents of Georgia;
- Revitalizing areas and contributing to the improvement of neighborhoods; and
- Building sustainable communities; and

Attachment number 1
Page 1 of 1

WHEREAS, the Department of Community Affairs has established certain regulations whereby low-income housing tax credit applications, to be competitive, must receive a Resolution of Support by the governing authority or the pertinent municipality or county; and

WHEREAS, the Augusta Housing Authority and Walton Communities, LLC are preparing to develop a phased redevelopment of Underwood Homes consisting of affordable apartment communities at 610 Fairhope Street in East Augusta; and

WHEREAS, this project will consist of multiple phases; including one phase of +/- 75 units; and

WHEREAS, the Board and Commissioners understands and supports this project efforts in the redevelopment of Underwood Homes.

NOW, THEREFORE BE IT RESOLVED: That the Board and Commissioners of Augusta Richmond County, Georgia, that this Resolution of Support is hereby adopted on behalf of Augusta Housing Authority and Walton Communities, LLC for property located at 610 Fairhope Street in Augusta Richmond County, effective the date set forth below.

ATTEST:

AUGUSTA, GEORGIA

By: _____
David S. Copenhaver
Mayor

Lena J. Bonner
Clerk of Commission

CERTIFICATION

I, Lena J. Bonner, Clerk of Commission, hereby certify that the above is a true and correct copy of a Resolution as adopted by said AUGUSTA-RICHMOND COUNTY COMMISSION in the meeting held on April 21, 2009.

S E A L

Lena J. Bonner
Clerk of Commission



**Administrative Services Committee Meeting
4/13/2009 12:40 PM
Underwood Homes Redevelopment Senior**

Department:	Housing and Community Development
Caption:	Consider Resolution for City's support of the Augusta Housing Authority and Walton Communities, LLC, Application for Low Income Housing Tax Credits for Underwood Homes Redevelopment Senior.
Background:	The Georgia Department of Community Affairs (DCA) has Low-Income Housing Tax Credits available which are used to improve the living environment and housing throughout Georgia. The Augusta Housing Authority and Walton Communities, LLC plan to submit an application to DCA for an allocation of Low-Income Tax Credits. The tax credits will be used to fund the construction of affordable apartments for seniors at Underwood Homes. The total number of units will be approximately +/-75 units.
Analysis:	The apartment complex will be a valuable resource of housing for the low income senior population in Augusta. If the tax credit application is approved, additional dollars will be forthcoming into the community which will have a tremendous impact on revitalization in Augusta.
Financial Impact:	The entities will be applying for Tax Credit funds in the amount of \$10,138,000
Alternatives:	1) Approve Support of Tax Credit Application; or 2) Deny support and prevent revitalization in Augusta
Recommendation:	Approve Resolution for City's Support of the Augusta Housing Authority and Walton Communities, LLC, Application for Tax Credits for Underwood Homes Redevelopment Senior
Funds are Available in the Following Accounts:	Application to DCA for Tax Credit Funds - \$10,138

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

A RESOLUTION SUPPORTING AUGUSTA HOUSING AUTHORITY AND WALTON COMMUNITIES, LLC's APPLICATION FOR LOW INCOME HOUSING TAX CREDITS FOR UNDERWOOD HOME REDEVELOPMENT SENIOR, LOCATED AT 610 FAIRHOPE STREET, AUGUSTA, GEORGIA.

WHEREAS, the Georgia State Department of Community Affairs serves a vital role in its efforts in assisting with the development of housing in the State of Georgia by:

- Improving the living environment for residents of Georgia;
- Revitalizing areas and contributing to the improvement of neighborhoods; and
- Building sustainable communities; and

Attachment number 1
Page 1 of 1

WHEREAS, the Department of Community Affairs has established certain regulations whereby low-income housing tax credit applications, to be competitive, must receive a Resolution of Support by the governing authority or the pertinent municipality or county; and

WHEREAS, the Augusta Housing Authority and Walton Communities, LLC are preparing to develop a phased redevelopment of Underwood Homes consisting of affordable apartment communities at 610 Fairhope Street in East Augusta; and

WHEREAS, this project will consist of multiple phases; including one phase of +/- 75 units set aside as Housing for Older persons; and

WHEREAS, the Board and Commissioners understands and supports this project's efforts in the redevelopment of Underwood Homes.

NOW, THEREFORE BE IT RESOLVED: That the Board and Commissioners of Augusta Richmond County, Georgia, that this Resolution of Support is hereby adopted on behalf of Augusta Housing Authority and Walton Communities, LLC for property located at 610 Fairhope Street in Augusta Richmond County, effective the date set forth below.

ATTEST:

AUGUSTA, GEORGIA

By: _____
David S. Copenhaver
Mayor

Lena J. Bonner
Clerk of Commission

CERTIFICATION

I, Lena J. Bonner, Clerk of Commission, hereby certify that the above is a true and correct copy of a Resolution as adopted by said AUGUSTA-RICHMOND COUNTY COMMISSION in the meeting held on April 21, 2009.

S E A L

Lena J. Bonner
Clerk of Commission



**Administrative Services Committee Meeting
4/13/2009 12:40 PM
Utilities Ft. Gordon New Positions**

Department: Utilities, Clifford A. Goins, Interim Director

Caption: Authorize Augusta Utilities to add eight new positions to serve Fort Gordon and increasing customer demands.

Background: In 2007, AUD entered into a contract with The Department of the Army to operate and maintain the water and wastewater system at Fort Gordon. Part of the contract negotiation was to estimate the number of positions required to perform these daily functions. The contract also provides for the ability to add positions based on unforeseen responsibilities at any time through contract scope changes and at the end of the first two-year period and each three-year period thereafter. Both of these procedures result in an adjustment to the monthly O & M fees to offset additional costs. Since taking over the system and having time to analyze the infrastructure we have realized greater customer service needs than originally anticipated and need to add additional employees to meet our contract obligations. Most of our request will be reimbursed by Ft. Gordon. Additional positions are substantially offset by eliminating temporary positions.

Analysis: Please see the attached descriptions and justifications for each of the positions.

Financial Impact: Please see the attached financial summary showing a net departmental cost of \$27,113.93 that was funded in the 2009 budget in fund 506-10-1110-6011150.

Alternatives: 1) Approve this item and meet Ft. Gordon contract terms and provide better customer service for all of our customers. 2) Do not approve this item, leaving Ft. Gordon and customer service operations as they currently are, risking contract and customer service issues.

Recommendation: We recommend the Commission authorize Augusta Utilities to add eight new positions to serve Fort Gordon and increasing customer demands.

Funds are Available in the Following Accounts: 506-10-1110-6011150

Cover Memo

REVIEWED AND APPROVED BY:

Item # 4

Finance.
Procurement.
Law.
Administrator.
Clerk of Commission

Augusta Utilities New Position Justification

Ft. Gordon Division

Asst. Manager – Sewer

The position is needed to perform the work associated with the day-to-day operations and maintenance of the sewer collection system. A recent increase in estimated system size due to new facilities being built and discovery of additional infrastructure after due diligence requires additional employees to handle the extra work. The cost of these additional employees will be passed on to Ft. Gordon through increased monthly O & M charges.

Asst. Manager – Water

The position is needed to perform the work associated with the day-to-day operations and maintenance of the water distribution system. A recent increase in estimated system size due to new facilities being built and discovery of additional infrastructure after due diligence requires additional employees to handle the extra work. The cost of these additional employees will be passed on to Ft. Gordon through increased monthly O & M charges.

Property & Maint. Super. II – Crew Leader Water/Sewer (2)

The position is needed to assist the Asst. Mgr. – Water/Sewer with the day-to-day operations and maintenance of the water distribution and sewer collection systems. A recent increase in estimated system size due to new facilities being built and discovery of additional infrastructure after due diligence requires additional employees to handle the extra work. The cost of these additional employees will be passed on to Ft. Gordon through increased monthly O & M charges.

Administrative Division

Records Clerk (2)

The Augusta Utilities Department utilizes GBA Master Series for Work Order Management and Asset Management. AUD has historically been understaffed for processing, inventory management, and closing of worker orders and has seen continual delays in the year-end inventory reconciliation process as a result of inadequate staffing to close out work orders. With the addition of Fort Gordon and all of its water and sewer assets, AUD has seen a substantial increase in the number of work orders and is not permanently staffed to handle the additional work. Work orders have gone from 11,311 in 2006 to 16,254 in 2008, an increase of 44%. So far this year, work orders generated are 30% greater than 2008. In addition, with over \$500 million dollars of capital projects over the last 10 years, all of these additional assets have to be added to the system and each time these new assets are maintained, a work order has to be created. AUD has been using a temp for the last several months to try to keep up with the increase in work orders, but this position needs to be made permanent and an additional person needs to be added to exclusively work Fort Gordon work orders. The cost of one of these positions will be offset by the savings on the reduction of costs currently being paid to the temp agency and the cost of the second position will be passed on to Ft. Gordon through increased monthly O & M charges.

Customer Service Division

Cashier

We have had a very difficult time meeting customer demands for efficient in-person bill payment service at our Peach Orchard location for quite some time due to lack of space. We had planned to use this personnel request to add an additional cashier in late summer once we had renovated this location and

half its existing space had been freed up by the Construction & Maintenance Division being moved to the Wylds Road location. However, with the implementation of the Webconnect on-line payment system in March, the Cashiering Supervisor has needed to do significantly more administrative work than usual. The Webconnect process involves reconciling payments from different websites and compiling them into a file for our current system. We are receiving literally thousands of on-line bank checks monthly that need to have bills created, reconciled and entered into the system. Processing of these payments is being held up without an additional person actively contributing to this process daily. These delays could possible cause penalties to be applied to accounts that have not been entered into the system and/or delinquent customers to be disconnected prematurely. We are currently utilizing a temp to help with these tasks so that the flood of administrative work can be handled and customer service can be kept minimally at its current level. We are requesting this position to replace the temp now to help with the current work load and transition to a full-time cashier once additional space is created. Other employees that have been currently helping to handle the additional work load will be able to go back to performing their regular daily tasks. The cost of this position will be offset by the savings on the reduction of costs currently being paid to the temp agency.

Water Quality Division

Lab Sampler

There has been a 25% increase in new USEPA samples required each month and each quarter to be taken and shipped to the GAEPD Lab in Atlanta. AUD is also currently required to take steady samples for turbidity and chlorine. In addition, AUD has added Ft. Gordon samples to its workload with no additional resources for taking these samples. Adding this position will also keep the Lab Technician from having to stop running daily lab analyses in order to collect lab samples in the field. The Lab Technician's main responsibility is to run daily samples in order to assure compliance with EPA regulations. The new position is needed to answer all customer water complaints and to clear up problems, to collect all new water line samples, requested by both Contractors and Inspectors, and to run them for bacteria analysis. This position would also be responsible for keeping up with the lab supply inventories and keeping the lab clean. In essence the Lab Sampler would free up the Lab Technician to conduct all lab analyses and to file all paper work required by both the USEPA and GAEPD in a timely and orderly fashion.

Augusta Utilities Department
New Personnel Requests
Financial Summary

Division	Org Key	Position Title	Pay Grade	Salary
Fort Gordon	3430	Assistant Manager Sewer Locates & Inspections	47	35,904.17
		Assistant Manager Water Locates & Inspections	47	35,904.17
		Prop. & Maint. Super. II (2)	40	46,803.34
		Total Wages		118,611.68
		Add: 30% Estimated Benefits		35,583.50
		Total Ft. Gordon		154,195.18
		Less: Reimbursable Amount		(154,195.18)
		Net Cost (Benefit) to AUD		-
Administration	3110	Records Clerk (2)	39	44,463.18
		Total Wages		44,463.18
		Add: 30% Estimated Benefits		13,338.95
		Total Administration		57,802.13
		Less: Reimbursable Amount		(28,901.07)
		Less: Savings from Temp Agency		(29,972.80)
		Net Cost (Benefit) to AUD		(1,071.73)
Cust. Svc	3210	Cashier	38	21,120.01
		Total Wages		21,120.01
		Add: 30% Estimated Benefits		6,336.00
		Total Administration		27,456.01
		Less: Savings from Temp Agency		(28,038.40)
		Net Cost (Benefit) to AUD		(582.39)
Water Quality Labs	3570	Lab Sampler	40	23,401.67
		Total Wages		23,401.67
		Add: 30% Estimated Benefits		7,020.50
		Total Lab Quality		30,422.17
		Net Cost (Benefit) to AUD		28,768.05
		Total Net Cost (Benefit) to AUD		27,113.93

Augusta-Richmond County Job Description

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

Job Code:
Overtime: Non-exempt
Date Prepared: March 19, 2009
Job Grade: 47

General Summary: Assist in planning, directing, and coordinating activities of water maintenance personnel within 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, GED or higher level of education

Experience: 5+ years in a 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.
- 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 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, 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

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County Job Description

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

Job Code:
Overtime: Non-exempt
Date Prepared: March 19, 2009
Job Grade: 47

General Summary: Assist in planning, directing, and coordinating activities of water maintenance personnel within 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, GED or higher level of education

Experience: 5+ years in a 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 problems.
- 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.
- 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 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 sewer collection system.

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

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Review/Approvals

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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: March 19, 2009
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 a 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 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 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

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Data Entry Clerk
Title: Data Entry Clerk
Department: Utilities
Reports to: Administrative Service Manager

Job Code:
Overtime: Non-exempt
Date Prepared: April 8, 2009
Job Grade: 39

GENERAL SUMMARY: Operates a data entry to record verify a variety of standard and/or complex coded and uncoded data into a computer and provides information within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to Administrative Service Manager or other designated person and works with co-workers and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and inputs utility work orders data into the computer.
2. Processes warehouse invoice, parts, and equipment
3. Provides work orders information, resolves problems.
4. Maintains reports and work orders files.
5. Relies on experience and judgment to plan and accomplish goals.
6. Serves as a resource to subordinate personnel.
7. Familiar with standard concepts, practices, and procedures.
8. Performs a variety of tasks.

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 proper utility warehouse procedures and basic office and clerical procedures.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating 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

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: Cashier I
Title: Cashier
Department: Utilities
Reports to: Property and Maintenance Supervisor I

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 38

GENERAL SUMMARY: Provides clerical and cashier support within the guidelines of Augusta-Richmond County codes and ordinances, departmental rules and regulations, and instructions from the supervisor. Reports to the Property and Maintenance Supervisor I or other designated person and works with co-workers and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates and balances cash drawer, makes change and issues receipts, and processes payments from the night depository.
2. Directs customers to service counter for account information.
3. Processes incoming mail.
4. Types bank deposit slips.
5. Runs checks through microfilm machine and produces duplicate receipts upon request.
6. 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 practices, procedures, and policies.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to utility billing.
- Proficiency in handling large sums of money, preparing reports, and filing and maintaining financial records and accounts.
- Mastery of basic mathematics and operating standard office equipment, computer, receipting and microfilming machines.
- 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 objects. Work is performed in an office.

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: Laboratory Sample Collector
Title: Laboratory Sample Collector
Department: Utilities
Reports to: Water Treatment Plant Supervisor II

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 40

GENERAL SUMMARY: Collects raw or treated water and other environmental samples for laboratory or for shipment to the GAEPD Laboratory in order to meet required sampling requirements. Respond to customer complaints regarding water quality and help resolve problems. Performs laboratory tests. Reports to Laboratory Manager, Water Quality Superintendent, or other designated person and works with co-workers, state and EPD personnel to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collect sample of raw or treated water following guidelines for routine and required samples to be shipped to the GAEPD Lab.
2. Label sample containers with identifying data. Location of sample, time collected, and prepare for shipment to the GAEPD Lab, and deliver for shipment.
3. Enter all sample information collected and shipped into Lab Sample log book.
4. Assist in keeping up with laboratory chemicals inventory.
5. Prepare or assist in preparation of reports.
6. Answer all customer complaints pertaining to water quality and resolve these. Keep reports of all quality complaints reported.
7. Clean, maintain, and store instruments and equipment.
8. Performs custodial duties in the laboratory.

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 science and/or chemistry.
- Proficiency in operating laboratory equipment and in conducting chemical and physical tests.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have ability to obtain a water control operators certificate and a class III laboratory certificate.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices. Work is performed in a laboratory with exposure to some fumes and hazardous conditions.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date