Administrative Services Committee Committee Room- 10/29/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Discuss direction of changes concerning Bethlehem Community and Housing Neighborhood (Requested by Commissioner Williams) ☐ Attachments

2. Approve creation of career advancement opportunities, new positions, salary adjustments and reclassification of existing positions in Utilities. ☐ Attachments

3. Discuss the October 16th attorney's ruling regarding the admittance of persons under the age of 21 in a restaurant. **(Requested by Commission Marion Williams)** ☐ Attachments

4. Approve the amended and restated Local Small Business Opportunities Program effective December 1, 2007 and repeal in its entirety the Disadvantaged Business Enterprise Program, City Code of Ordinances, Sections 1-10-58 through 1-10-62, inclusive as well as Sub-Section 1-10-6(f). ☐ Attachments

5. Approve Final Version of Year 2008 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership and Housing for Persons with AIDS (HOPWA) funds. ☐ Attachments

6. Consider a request from MACH Academy for reconsideration of funding from the 2008 CDBG Program. (Referred from October 16 Commission meeting) ☐ Attachments

7. Approve Resolution authorizing Submission Year 2008 Annual Action Plan for Community Development Block ☐ Attachments

Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS Funds

8. Transfer four (4) City surplus properties located in the Dover-Lyman area to LandBank Authority in support of the Dover-Lyman Project Redevelopment Plan. ☐ Attachments

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Bethlehem Community

Department: Clerk of Commission

Caption: Discuss direction of changes concerning Bethlehem Community and Housing Neighborhood (Requested by Commissioner Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission

Cover Memo

Item # 1

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Career Ladders, New Positions, Salary Adjustments and Reclassification of Positions in Utilities

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Department: Utilitites, N. Max Hicks, Director

Caption: Approve creation of career advancement opportunities, new positions, salary adjustments and reclassification of existing positions in Utilities.

Background:

In late 2005 AUD began looking at salary inequities within the department and in comparison with other departments that were created over the years, mainly from a disparity between City and County pay rates and previous reclassifications in other departments. Also included in that process was the consideration of career ladders for front-line workers who may not have had ample opportunities to advance. When the 8% pay raises were given to all employees in 2006, the project was set aside and is now being revisited. Several positions within AUD have historically been set at one very low pay grade without an opportunity to recognize performance, experience and tenure through a planned career ladder. AUD recognizes that all employees should have an opportunity to advance through the department without having to wait for existing employees to leave or retire. This agenda item attempts to correct that situation. Field Laborers in Utilities have been set at a very low pay grade historically, even though this work is the life blood of the organization. These workers perform very difficult tasks daily that are dangerous, dirty and often times in the middle of the night or on weekends. However, their pay grade is the same as any employee who does light maintenance work and does not have to be on call. For these reasons, Utilities has had an average of approximately 30 vacancies over the last five years (about 10% of our workforce) and has significant turnover as people take our laborer jobs just until something better comes along. AUD has successfully negotiated an agreement to provide municipal water and wastewater services to Ft.Gordon, and another to provide operation and maintenance of their on-

base water and sewer infrastructure. In order to meet the needs of Ft.Gordon, AUD will need to be fully-staffed and will need to add additional employees. A more reasonable salary structure will be required in order to keep proper staffing levels. Since 2005, there have been a minimum of two other departments who have received Commission approval of their reorganization plans. Those departments and the Commission recognized the need to make changes to pay grades and salaries in order to make their employees fairly compensated and to allow these departments to be able to compete for good employees with outside organizations. This agenda item attempts to bring AUD closer to a competitive pay structure with other departments in order to attract quality employees and to provide career ladders for employees.

Analysis:

AUD gathered two different salary studies and the current salary structure for other departments in ARC in order to determine if AUD is significantly lesser paid than other similar utilities and also other departments within ARC. • When comparing AUD with Public Works (the most comparable department in size and type of duties), a calculation of where the average employee falls within his or her pay grade for each department was calculated and compared for reasonableness. For example, an employee paid the minimum would be at 0%, an employee at the midpoint would be 50% and an employee who is paid the maximum for the pay grade would be at 100%. In order to ensure that this pay scale differential was not the result of a significantly more experienced workforce, AUD also calculated the average years of service for each department, removing laborers from both departments from the calculation since the turnover for them is so great and their inclusion would skew the results. The results show a significant pay differential between departments. The average employee in Public Works has 16 years of experience, yet falls at a much higher 30% level in his or her pay grade, versus an average of 10 years of tenure and only 16% level in the pay grade for AUD. A graphical presentation of the findings is attached. • AUD also took two recently generated salary surveys specific to the Utility industry, one performed by a consultant at the request of Columbus Water Works in Columbus, Georgia that included responses from a total of 11 Utilities from the Southeast, and one generated by the American Water Works Association (AWWA). Those salary comparisons are also attached for your review. As you can see, when comparing 2007 salaries to other utilities' from 2005 and 2006, AUD

salaries are an average of about 20% lower. It is not AUD's intention to suggest that our salaries need to be equal to all other utilities, rather to provide the Commission with another measurement of the reasonableness of our request. • In order to arrive at a reasonable salary for each employee, AUD took employee listings for similar departments of ARC and tried to find matches for all positions within AUD. If we were unable to find a close match we took the closest we could find at a similar pay grade. We then compared the years of service for the other department in order to take into consideration longevity issues that may explain salary differences. o Once we had comparative salaries from within ARC for employees with similar years of service and similar responsibilities, we calculated a per-year adjustment for years of service differences and used that to insure that the salaries recommended for all remaining employees were reasonable based on all factors. o If we were unable to find comparable positions in other departments, we calculated what we believed to be a suitable amount for each year of service within the pay range and developed a competitive salary structure. o Once we felt like we had reasonable salaries for comparable positions, we reviewed all salaries within AUD to be sure that employees with the same pay grade were comparable to their counterparts in other divisions within AUD, again considering years of service. • Career ladders were developed for positions that had limited existing progression, such as situations where many people at one level would be vying for a very small number of positions directly above them that traditionally have very little turnover. Once career ladders were developed, people meeting the criteria for advancement to a higher level within the career ladder were placed in that position and given a commensurate salary based on the methodologies noted above. It is important to note that, going forward, the requested procedure for career ladder advancement is based on whether employees meet the requirements for advancement to a higher pay grade within the career ladder, not if there is an open position at that level available. A recap of all the recommended career ladders and reclassifications are also attached. • The attached worksheet details the final recommended salary for each current employee within Utilities and all new and vacant positions.

Financial Impact:

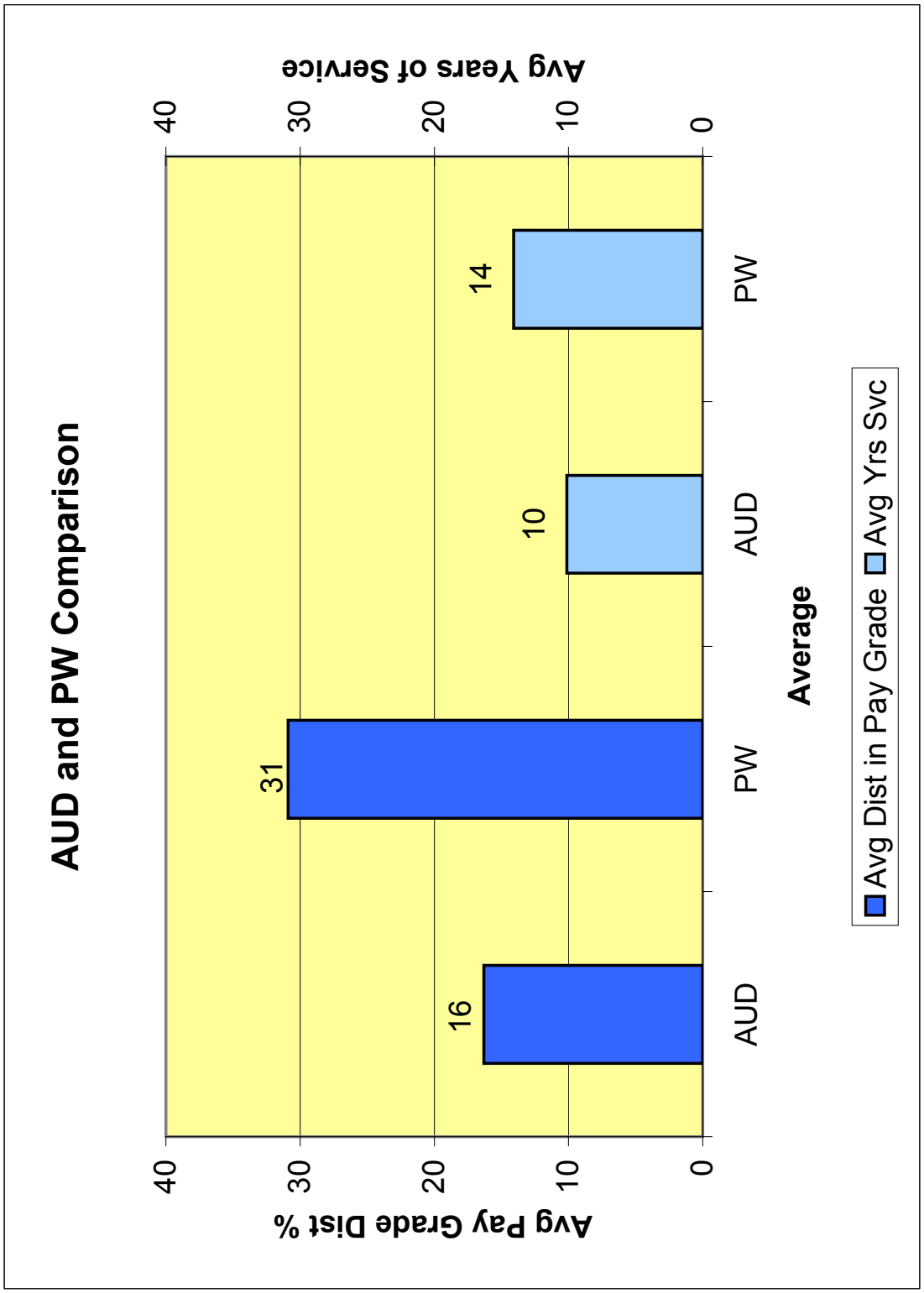
• AUD manages almost 300 employees and an annual operating budget of almost $37 million. It is one of the largest departments in the consolidated government. AUD needs to have comparable salaries to be able to be on equal

status with other departments as well as compete with outside organizations in order to attract and keep quality employees. • The management of AUD has successfully negotiated additional revenue from providing water and wastewater services to Ft. Gordon that is estimated to exceed $2 million per year starting in the fourth quarter of 2008 and thereafter. AUD was also recently awarded a contract for providing operation and maintenance of the infrastructure on the base that will result in additional revenue of $1.7 million per year starting approximately March 1, 2008. These endeavors have been a team success worthy of recognition and require a competitive salary structure to provide this extra service. • This request is being made in a fiscally responsible spirit without creating any kind of resulting budget deficit. AUD has actually budgeted for this agenda item and still managed to reduce the overall operating budget for 2007 by about $1.2 million. • AUD has previously been told to hold off on doing this type of request because other departments were unable to afford to do so. However, now that the Commission has set the market value for similar positions within ARC by approving other similar agenda items with some of the identical positions over the last two years, AUD respectfully requests to be allowed to create a commensurate salary structure. AUD is not asking to be more highly paid than any other department, rather to be allowed to pay its employees the same fair salaries that have been approved for other departments. • AUD began a program of AMR meter conversion on commercial and industrial meters in 2005 and is currently paying Honeywell over $500 thousand per year to perform scheduled maintenance on these meters. AUD has begun planning and implementing a meter maintenance program and AMR conversion plan to replace the remaining residential meters. By implementing this program and needed staff to handle that, AUD will be able to offset the personnel and material costs of that effort by not renewing the maintenance contract with Honeywell. By doing so, AUD will have in excess of $300 thousand over and above the increased personnel additions and materials costs associated with the meter maintenance program to help offset the costs of this agenda item in future years. • The 2007 budget included a total of $1,039,330 for new employees, reorganization and annual raises. After backing out $112,795 for the 2% raises received on 7/1/07, the remaining budgeted amount available in the 2007 budget for this agenda item is $926,535. The projected net effect of this agenda item is $162,615 in 2007, plus additional benefits for a total of $178,307, without regard to the additional beneficial items listed below, for a net budget surplus of $748,228. In 2008

	and after, the budget effect will be approximately $1,069,602 per year. Because AUD was able to balance the 2007 budget with a full year of these changes anticipated, the only net increase in the 2008 and succeeding year's budgets relating to this item will be the effect of any raises on these new salaries. • Additional revenue from Ft. Gordon is expected to exceed $1.7 million per year in 2008 and $3.7 million per year thereafter. This previously unprojected revenue is significantly more than enough to offset the effect of this agenda item for 2008 and beyond without creating a need to cut expenses anywhere else.
Alternatives:	Do not approve the agenda item and risk not being able to hire and retain enough qualified people to service the Ft. Gordon contract and provide quality service to all AUD's customers.
Recommendation:	Approve creation of career advancement opportunities, new positions, salary adjustments and reclassification of existing positions in Utilities
Funds are Available in the Following Accounts:	Funds available in account 506-10-1110-6011150

REVIEWED AND APPROVED BY:

Finance.
Human Resources.
Administrator.


AUD and PW Comparison
Avg Pay Grade Dist %
Avg Years of Service
0
10
20
30
40
16
31
10
14
AUD
PW
AUD
PW
Average
Avg Dist in Pay Grade
Avg Yrs Svc

Item # 2

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AWWA Salary Survey
2007

	2005 AWWA Compensation Survey				Augusta Utilties Department		
Job Title	**Min**	**Mid**	**Max**	**2006 Average**	**Title**	**2007 Actual**	**Grade**
Top Executive					**Director**		
GEO	78,338.00	96,240.00	120,178.00	**105,280.00**		**87,485.13**	61
					AUD Over (Under)	**(17,794.87)**	
Water Only							
City/County	84,198.00	99,034.00	118,848.00				
100-250,000	105,478.00	126,795.00	150,387.00		**% Difference**	**-16.9%**	
50-100 Mil	113,458.00	126,861.00	154,985.00				
Employment	113,159.00	136,372.00	158,156.00				
Top Executive							
Water and WW							
City/County	72,672.00	87,274.00	104,084.00				
100-250,000	84,150.00	104,348.00	123,372.00				
50-100 Mil	98,174.00	123,252.00	145,465.00				
Employment	95,371.00	117,423.00	142,091.00				
Top Op. & Maint.							
Executive					**AD-C&M**		
GEO	60,705.00	76,480.00	92,590.00	**92,950.00**		**70,928.01**	59
					AUD Over (Under)	**(22,021.99)**	
Water Only							
City/County	67,968.00	83,822.00	99,690.00				
100-250,000	77,350.00	93,649.00	112,569.00		**% Difference**	**-23.7%**	
50-100 Mil	86,043.00	107,098.00	126,969.00				
Employment	88,542.00	103,211.00	123,757.00				
Water & WW							
City/County	60,475.00	73,359.00	86,193.00				
100-250,000	71,235.00	88,827.00	104,090.00				
50-100 Mil	73,639.00	94,309.00	107,740.00				
Employment	69,382.00	86,854.00	105,715.00				
Top Engineering							
Executive					**AD-Eng.**		
GEO	58,299.00	74,852.00	89,435.00	**96,792.00**		**77,928.75**	59
					AUD Over (Under)	**(18,863.25)**	
Water Only							
City/County	74,035.00	91,317.00	107,312.00				
100-250,000	71,411.00	90,507.00	105,598.00		**% Difference**	**-19.5%**	
50-100 Mil	81,833.00	97,485.00	113,910.00				
Employment	87,022.00	101,593.00	120,945.00				
Water & WW							
City/County	63,441.00	78,801.00	92,308.00				
100-250,000	67,283.00	83,356.00	98,760.00				
50-100 Mil	77,327.00	100,458.00	114,166.00				
Employment	67,863.00	86,825.00	104,534.00				
Top Finance							
Executive					**AD-Finance & Admin.**		
GEO	57,277.00	72,524.00	85,947.00	**92,328.00**		**73,055.73**	59
					AUD Over (Under)	**(19,272.27)**	
Water Only							
City/County	76,042.00	93,426.00	110,018.00				
100-250,000	76,021.00	92,517.00	109,298.00		**% Difference**	**-20.9%**	
50-100 Mil	85,908.00	99,995.00	120,999.00				
Employment	85,301.00	99,096.00	118,304.00				
Water & WW							
City/County	62,410.00	77,844.00	89,028.00				
100-250,000	76,916.00	91,204.00	110,427.00				
50-100 Mil	76,048.00	90,248.00	106,732.00				
Employment	75,321.00	91,859.00	108,338.00				

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AWWA Salary Survey
2007

	2005 AWWA Compensation Survey				Augusta Utilties Department		
Job Title	**Min**	**Mid**	**Max**	**2006 Average**	**Title**	**2007 Actual**	**Grade**
Water Operations Manager					**C&M Supt.**		
GEO	46,033.00	54,787.00	68,937.00	**66,656.00**		**64,861.96**	54
Water Only					**AUD Over (Under)**	**(1,794.04)**	
City/County	54,438.00	64,016.00	76,862.00				
100-250,000	64,583.00	78,097.00	94,459.00		**% Difference**	**-2.7%**	
50-100 Mil	69,928.00	82,025.00	98,232.00				
Employment	72,453.00	81,536.00	96,417.00				
Water & WW							
City/County	47,444.00	56,479.00	67,621.00				
100-250,000	54,295.00	66,100.00	80,038.00				
50-100 Mil	57,516.00	69,809.00	83,482.00				
Employment	55,710.00	70,271.00	85,974.00				
Water Maint. Manager					**C&M Supt. II**		
GEO	46,989.00	60,237.00	73,868.00	**61,735.00**		**53,568.57**	52
Water Only					**AUD Over (Under)**	**(8,166.43)**	
City/County	52,526.00	61,004.00	73,475.00				
100-250,000	63,410.00	73,821.00	86,716.00		**% Difference**	**-13.2%**	
50-100 Mil	68,635.00	84,388.00	93,950.00				
Employment	73,120.00	89,605.00	102,098.00				
Water & WW							
City/County	43,945.00	53,199.00	62,595.00				
100-250,000	55,039.00	66,506.00	78,787.00				
50-100 Mil	59,103.00	80,451.00	88,226.00				
Employment	55,593.00	71,247.00	82,226.00				
Gerneral Services Manager					**Admin. Supt.**		
GEO	no listing			**65,519.00**		**51,017.58**	52
Water Only					**AUD Over (Under)**	**(14,501.42)**	
City/County	no listing						
100-250,000	57,923.00	-	85,100.00		**% Difference**	**-22.1%**	
50-100 Mil	no listing						
Employment	no listing						
Water & WW							
City/County	44,936.00	53,082.00	65,219.00				
100-250,000	58,876.00	69,338.00	84,592.00				
50-100 Mil	no listing						
Employment	no listing						
Office/Admin. Serv. Manager					**Admin. Mang.**		
GEO	36,808.00	46,883.00	57,369.00	**48,530.00**		**35,931.06**	47
Water					**AUD Over (Under)**	**(12,598.94)**	
City/County	33,884.00	41,362.00	48,790.00				
100-250,000	no listing				**% Difference**	**-26.0%**	
50-100 Mil	no listing						
Employment	no listing						
Water & WW							
City/County	36,020.00	42,365.00	51,571.00				
100-250,000	42,043.00	51,226.00	60,332.00				
50-100 Mil	49,931.00	no listing	67,356.00				
Employment	46,818.00	55,120.00	64,843.00				

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AWWA Salary Survey
2007

	2005 AWWA Compensation Survey				Augusta Utilties Department		
Job Title	**Min**	**Mid**	**Max**	**2006 Average**	**Title**	**2007 Actual**	**Grade**
Customer Service Manager					**Operations Manager**		
GEO	37,136.00	47,431.00	58,758.00	**56,821.00**		**34,549.30**	47
Water					**AUD Over (Under)**	**(22,271.70)**	
City/County	46,564.00	55,345.00	65,765.00				
100-250,000	51,349.00	63,919.00	73,986.00		**% Difference**	**-39.2%**	
50-100 Mil	55,148.00	61,731.00	74,942.00				
Employment	56,449.00	66,561.00	80,224.00				
Water & WW							
City/County	40,072.00	47,972.00	58,229.00				
100-250,000	52,805.00	63,099.00	76,263.00				
50-100 Mil	57,949.00	70,230.00	82,835.00				
Employment	52,467.00	63,614.00	77,281.00				
Accounting Manager/Controller					**Accounting Manager**		
GEO	35,847.00		54,026.00	**68,843.00**		**46,692.77**	52
Water					**AUD Over (Under)**	**(22,150.23)**	
City/County	57,643.00	71,079.00	83,446.00				
100-250,000	62,660.00	78,960.00	90,346.00		**% Difference**	**-32.2%**	
50-100 Mil	69,225.00	83,715.00	95,802.00				
Employment	67,693.00	80,370.00	95,076.00				
Water & WW							
City/County	52,136.00	62,619.00	74,216.00				
100-250,000	58,683.00	69,215.00	84,530.00				
50-100 Mil	no listing						
Employment	53,055.00	63,134.00	75,847.00				
Associate Engineer					**Civil Eng. II**		
GEO	no listing			**50,036.00**		**42,227.80**	50
Water					**AUD Over (Under)**	**(7,808.20)**	
City/County	45,586.00	53,334.00	62,896.00				
100-250,000	44,084.00	54,047.00	61,124.00		**% Difference**	**-15.6%**	
50-100 Mil	no listing						
Employment	50,134.00	56,571.00	67,933.00				
Water & WW							
City/County	40,676.00	48,962.00	57,316.00				
100-250,000	44,439.00	53,974.00	64,497.00				
50-100 Mil	45,202.00	52,369.00	64,428.00				
Employment	42,408.00	51,397.00	62,465.00				
Engineer					**Civil Eng. I**		
GEO	40,323.00	54,126.00	61,817.00	**60,050.00**		**47,626.74**	52
Water					**AUD Over (Under)**	**(12,423.26)**	
City/County	53,273.00	61,571.00	72,382.00				
100-250,000	53,803.00	64,577.00	73,447.00		**% Difference**	**-20.7%**	
50-100 Mil	52,293.00	64,554.00	73,190.00				
Employment	55,849.00	64,155.00	74,570.00				
Water & WW							
City/County	47,802.00	57,481.00	69,752.00				
100-250,000	49,372.00	60,011.00	71,647.00				
50-100 Mil	50,756.00	60,420.00	72,813.00				
Employment	48,452.00	59,124.00	71,825.00				

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AWWA Salary Survey
2007

Job Title	2005 AWWA Compensation Survey Min	Mid	Max	2006 Average	Augusta Utilties Department Title	2007 Actual	Grade
Sr. Engineer					**PreConstruction Eng.**		
GEO	50,399.00	65,798.00	75,940.00	**75,101.00**		**58,963.51**	54
					AUD Over (Under)	**(16,137.49)**	
Water							
City/County	59,201.00	71,373.00	84,814.00				
100-250,000	64,497.00	77,334.00	90,617.00		**% Difference**	**-21.5%**	
50-100 Mil	63,519.00	78,854.00	89,623.00				
Employment	63,895.00	75,416.00	89,768.00				
Water & WW							
City/County	54,491.00	65,861.00	77,683.00				
100-250,000	54,761.00	66,799.00	80,787.00				
50-100 Mil	59,045.00	70,456.00	85,220.00				
Employment	55,895.00	69,196.00	83,917.00				
Water Quality/ Lab Manager					**Water Supt.**		
GEO	37,986.00	50,294.00	59,467.00	**64,217.00**		**57,942.19**	54
					AUD Over (Under)	**(6,274.81)**	
Water							
City/County	47,852.00	58,139.00	68,351.00				
100-250,000	54,345.00	69,368.00	78,221.00		**% Difference**	**-9.8%**	
50-100 Mil	59,173.00	70,840.00	83,478.00				
Employment	66,326.00	79,493.00	94,914.00				
Water & WW							
City/County	44,384.00	53,688.00	64,161.00				
100-250,000	49,243.00	60,053.00	71,942.00				
50-100 Mil	54,466.00	67,978.00	78,757.00				
Employment	50,357.00	62,706.00	75,716.00				
Scada Systems Manager					**Facilities Manager**		
GEO	42,138.00	54,296.00	66,340.00	**62,303.00**		**54,993.89**	52
					AUD Over (Under)	**(7,309.11)**	
Water							
City/County	51,071.00	61,924.00	71,379.00				
100-250,000	51,690.00	no listing	72,429.00		**% Difference**	**-11.7%**	
50-100 Mil	50,121.00	no listing	70,553.00				
Employment	60,365.00	74,033.00	87,832.00				
Water & WW							
City/County	44,557.00	55,430.00	65,327.00				
100-250,000	47,203.00	56,535.00	68,758.00				
50-100 Mil	47,935.00	61,635.00	72,561.00				
Employment	46,219.00	59,160.00	70,437.00				
Associate Programmer/ Analyst					**EDMS Technician**		
GEO	no listing			**47,714.00**		**29,621.51**	44
					AUD Over (Under)	**(18,092.49)**	
Water							
City/County	43,119.00	57,157.00	63,730.00				
100-250,000	no listing				**% Difference**	**-37.9%**	
50-100 Mil	no listing						
Employment	no listing						
Water & WW							
City/County	38,132.00	45,676.00	57,141.00				
100-250,000	40,896.00	47,243.00	58,321.00				
50-100 Mil	no listing						
Employment	no listing						

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AWWA Salary Survey
2007

Job Title	2005 AWWA Compensation Survey Min	Mid	Max	2006 Average	Augusta Utilties Department Title	2007 Actual	Grade
Programmer/ Analyst					**GIS Specialist**		
GEO	no listing			**55,018.00**		**39,813.44**	49
					AUD Over (Under)	**(15,204.56)**	
Water							
City/County	48,844.00	62,063.00	74,282.00				
100-250,000	45,381.00	55,625.00	66,822.00		**% Difference**	**-27.6%**	
50-100 Mil	no listing						
Employment	45,684.00	55,884.00	66,410.00				
Water & WW							
City/County	41,410.00	49,824.00	60,018.00				
100-250,000	45,035.00	55,220.00	66,039.00				
50-100 Mil	47,398.00	no listing	65,720.00				
Employment	46,102.00	57,896.00	66,248.00				
Sr. Programmer/ Analyst					**Util. IT Prog. Mang.**		
GEO	no listing			**67,178.00**		**52,771.88**	54
					AUD Over (Under)	**(14,406.12)**	
Water							
City/County	50,283.00	60,832.00	72,702.00				
100-250,000	49,365.00	59,068.00	71,387.00		**% Difference**	**-21.4%**	
50-100 Mil	no listing						
Employment	53,614.00	62,501.00	75,489.00				
Water & WW							
City/County	46,534.00	56,940.00	69,680.00				
100-250,000	50,199.00	59,496.00	72,536.00				
50-100 Mil	no listing						
Employment	51,250.00	62,221.00	72,142.00				
Associate Chemist					**WTP Op., Class II**		
GEO	27,281.00	32,600.00	44,414.00	**38,734.00**		**31,730.85**	44
					AUD Over (Under)	**(7,003.15)**	
Water							
City/County	32,338.00	39,895.00	46,237.00				
100-250,000	29,662.00	37,185.00	43,726.00		**% Difference**	**-18.1%**	
50-100 Mil	no listing						
Employment	no listing						
Water & WW							
City/County	30,994.00	35,569.00	43,897.00				
100-250,000	30,319.00	35,377.00	44,952.00				
50-100 Mil	34,160.00	40,973.00	49,147.00				
Employment	29,650.00	37,094.00	44,915.00				
Chemist					**WTP Op., Class I**		
GEO	31,466.00	38,280.00	47,293.00	**47,082.00**		**36,257.08**	46
					AUD Over (Under)	**(10,824.92)**	
Water							
City/County	37,835.00	47,287.00	55,231.00				
100-250,000	36,938.00	45,588.00	53,055.00		**% Difference**	**-23.0%**	
50-100 Mil	42,381.00	50,717.00	58,688.00				
Employment	41,101.00	46,591.00	57,267.00				
Water & WW							
City/County	35,257.00	41,764.00	51,131.00				
100-250,000	36,193.00	43,131.00	53,530.00				
50-100 Mil	38,529.00	43,567.00	55,394.00				
Employment	35,250.00	43,359.00	53,501.00				

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AWWA Salary Survey
2007

	2005 AWWA Compensation Survey				Augusta Utilties Department		
Job Title	**Min**	**Mid**	**Max**	**2006 Average**	**Title**	**2007 Actual**	**Grade**
Senior Chemist					**WTP Op., Assit. Manager**		
GEO	36,254.00	44,729.00	57,562.00	**54,907.00**		**38,318.22**	48
Water					**AUD Over (Under)**	**(16,588.78)**	
City/County	42,043.00	51,142.00	60,903.00				
100-250,000	43,064.00	51,976.00	61,462.00		**% Difference**	**-30.2%**	
50-100 Mil	44,784.00	52,494.00	62,469.00				
Employment	45,650.00	55,853.00	65,975.00				
Water & WW							
City/County	38,719.00	46,489.00	56,868.00				
100-250,000	41,715.00	48,978.00	61,123.00				
50-100 Mil	42,542.00	52,023.00	63,359.00				
Employment	39,950.00	49,071.00	60,079.00				
Assoc. Accountant					**Acct. III**		
GEO	25,306.00	31,777.00	38,513.00	**39,463.00**		**29,621.51**	44
Water					**AUD Over (Under)**	**(9,841.49)**	
City/County	33,429.00	41,309.00	46,875.00				
100-250,000	29,036.00	no listing	40,607.00		**% Difference**	**-24.9%**	
50-100 Mil	no listing						
Employment	37,856.00	46,593.00	53,437.00				
Water & WW							
City/County	31,126.00	37,931.00	44,064.00				
100-250,000	33,793.00	40,119.00	46,752.00				
50-100 Mil	32,927.00	39,159.00	47,268.00				
Employment	35,129.00	41,398.00	48,692.00				
Accountant					**Acct. II**		
GEO	no listing			**47,386.00**		**36,490.46**	46
Water					**AUD Over (Under)**	**(10,895.54)**	
City/County	40,130.00	46,711.00	55,504.00				
100-250,000	42,159.00	46,857.00	56,825.00		**% Difference**	**-23.0%**	
50-100 Mil	47,556.00	58,042.00	64,467.00				
Employment	45,235.00	55,162.00	62,976.00				
Water & WW							
City/County	36,110.00	44,510.00	51,450.00				
100-250,000	42,747.00	50,749.00	59,837.00				
50-100 Mil	41,617.00	49,319.00	57,939.00				
Employment	38,685.00	48,890.00	56,350.00				
Sr. Accountant					**Acct. I**		
GEO	37,192.00	no listing	54,979.00	**58,062.00**		**42,173.96**	47
Water					**AUD Over (Under)**	**(15,888.04)**	
City/County	43,943.00	54,904.00	63,604.00				
100-250,000	46,682.00	59,804.00	68,047.00		**% Difference**	**-27.4%**	
50-100 Mil	no listing						
Employment	51,445.00	59,015.00	70,723.00				
Water & WW							
City/County	41,821.00	51,211.00	60,166.00				
100-250,000	45,843.00	55,055.00	66,018.00				
50-100 Mil	44,961.00	51,553.00	67,166.00				
Employment	45,890.00	53,171.00	66,303.00				

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AWWA Salary Survey
2007

	2005 AWWA Compensation Survey				Augusta Utilties Department		
Job Title	**Min**	**Mid**	**Max**	**2006 Average**	**Title**	**2007 Actual**	**Grade**
WT Plant Mananger					**WTP Supv.**		
GEO	46,106.00	56,914.00	70,382.00	**59,610.00**		**54,882.30**	54
Water					**AUD Over (Under)**	**(4,727.70)**	
City/County	47,728.00	58,549.00	68,941.00				
100-250,000	55,575.00	69,578.00	82,274.00		**% Difference**	**-7.9%**	
50-100 Mil	63,841.00	76,925.00	89,040.00				
Employment	65,583.00	75,828.00	93,750.00				
Water & WW							
City/County	43,895.00	53,146.00	62,801.00				
100-250,000	50,323.00	59,238.00	74,387.00				
50-100 Mil	56,274.00	71,752.00	83,188.00				
Employment	52,581.00	65,818.00	81,646.00				
Entry Level WTP Op.					**WTP Op III**		
GEO	24,361.00	30,371.00	38,047.00	**32,076.00**		**27,166.22**	42
Water					**AUD Over (Under)**	**(4,909.78)**	
City/County	31,146.00	35,607.00	41,222.00				
100-250,000	33,973.00	39,447.00	43,853.00		**% Difference**	**-15.3%**	
50-100 Mil	32,354.00	38,134.00	43,168.00				
Employment	32,342.00	37,511.00	43,136.00				
Water & WW							
City/County	26,443.00	31,099.00	36,858.00				
100-250,000	28,090.00	32,068.00	39,072.00				
50-100 Mil	28,443.00	32,221.00	39,109.00				
Employment	26,385.00	30,692.00	38,536.00				
WTP Op.					**WTP Op. II**		
GEO	28,385.00	35,662.00	43,448.00	**39,839.00**		**30,806.65**	44
Water					**AUD Over (Under)**	**(9,032.35)**	
City/County	35,203.00	39,375.00	45,082.00				
100-250,000	38,839.00	43,402.00	50,951.00		**% Difference**	**-22.7%**	
50-100 Mil	39,125.00	43,843.00	50,708.00				
Employment	39,402.00	43,948.00	51,974.00				
Water & WW							
City/County	29,788.00	35,331.00	41,054.00				
100-250,000	30,949.00	36,347.00	43,436.00				
50-100 Mil	34,587.00	38,954.00	47,273.00				
Employment	29,445.00	36,467.00	43,529.00				
Sr. WTP Op.					**WTP Op. I**		
GEO	33,337.00	41,557.00	50,439.00	**46,483.00**		**35,159.17**	46
Water					**AUD Over (Under)**	**(11,323.83)**	
City/County	38,733.00	44,725.00	52,089.00				
100-250,000	44,923.00	52,665.00	62,961.00		**% Difference**	**-24.4%**	
50-100 Mil	43,658.00	50,333.00	58,054.00				
Employment	48,288.00	55,935.00	66,522.00				
Water & WW							
City/County	34,562.00	41,007.00	48,054.00				
100-250,000	36,310.00	42,717.00	51,660.00				
50-100 Mil	42,076.00	46,153.00	57,128.00				
Employment	36,201.00	44,558.00	53,769.00				

Augusta-Richmond County
Utilities Department
Salary Survey Comparisons

	Position Description		25%	Median	Mean	75%
2005 Industry Survey	Meter Reader		22,568	27,223	28,115	34,112
2007 Augusta Utilities	Meter Reader		20,721	21,663	21,647	22,238
		AUD Over (Under)	**(1,847)**	**(5,560)**	**(6,468)**	**(11,874)**
		% Difference	**-8.18%**	**-20.42%**	**-23.00%**	**-34.81%**
2005 Industry Survey	Meter Svc Tech		26,293	32,469	32,301	39,930
2007 Augusta Utilities	Maint Worker I		21,450	21,813	23,534	22,896
		AUD Over (Under)	**(4,843)**	**(10,656)**	**(8,767)**	**(17,034)**
		% Difference	**-18.42%**	**-32.82%**	**-27.14%**	**-42.66%**
2005 Industry Survey	Meter Svc Tech Asst.		-	40,560	38,073	-
2007 Augusta Utilities	Prop Maint Supv I - Cust Svc.		28,801	28,946	29,099	29,502
		AUD Over (Under)	**-**	**(11,614)**	**(8,974)**	**-**
		% Difference	**-**	**-28.63%**	**-23.57%**	**-**
2005 Industry Survey	Meter Maint Inspection Tech		-	31,626.00	33,626.00	-
2007 Augusta Utilities	Large Meter Supv		31,180.00	31,180.00	31,180.00	31,180.00
		AUD Over (Under)	**31,180**	**(446)**	**(2,446)**	**31,180**
		% Difference	**-**	**-1.41%**	**-7.27%**	**-**
2005 Industry Survey	Customer Svc Rep		24,357	27,524	28,352	31,878
2007 Augusta Utilities	Customer Svc Clerk I		19,925	21,945	22,133	23,123
		AUD Over (Under)	**(4,432)**	**(5,579)**	**(6,219)**	**(8,755)**
		% Difference	**-18.20%**	**-20.27%**	**-21.93%**	**-27.46%**
2005 Industry Survey	Construction Team Leader		23,254	33,740	36,589	45,323
2007 Augusta Utilities	Prop Maint Supv I - C&M		27,469	28,805	28,813	29,951
		AUD Over (Under)	**4,215**	**(4,935)**	**(7,776)**	**(15,372)**
		% Difference	**18.12%**	**-14.63%**	**-21.25%**	**-33.92%**
2005 Industry Survey	Instrumentation Tech		36,608	40,498	40,522	42,983
2007 Augusta Utilities	Working Foreman Tech		35,387	35,387	35,387	35,387
		AUD Over (Under)	**(1,221)**	**(5,111)**	**(5,135)**	**(7,596)**
		% Difference	**-3.34%**	**-12.62%**	**-12.67%**	**-17.67%**

Augusta-Richmond County
Utilities Department
Salary Survey Comparisons

	Position Description		25%	Median	Mean	75%
2005 Industry Survey	Field Svcs Coordinator		35,185	39,712	41,517	44,866
2007 Augusta Utilities	Working Foreman Skilled		34,384	35,616	36,730	37,185
		AUD Over (Under)	**(801)**	**(4,096)**	**(4,787)**	**(7,681)**
		% Difference	**-2.28%**	**-10.32%**	**-11.53%**	**-17.12%**
2005 Industry Survey	Field Svcs Supt		41,929	56,181	55,897	62,846
2007 Augusta Utilities	C&M Supt II		52,518	52,518	52,518	52,518
		AUD Over (Under)	**10,589**	**(3,663)**	**(3,379)**	**(10,328)**
		% Difference	**25.26%**	**-6.52%**	**-6.04%**	**-16.43%**
2005 Industry Survey	Field Svcs Mngr		48,348	70,826	66,198	81,032
2007 Augusta Utilities	C&M Supt I		61,274	61,274	61,274	61,274
		AUD Over (Under)	**12,926**	**(9,552)**	**(4,924)**	**(19,758)**
		% Difference	**26.74%**	**-13.49%**	**-7.44%**	**-24.38%**
2005 Industry Survey	Backflow Prevention Coordinator		38,442	41,013	41,346	44,184
2007 Augusta Utilities	Civil Engineer III		46,985	46,985	46,985	46,985
		AUD Over (Under)	**8,543**	**5,972**	**5,639**	**2,801**
		% Difference	**22.22%**	**14.56%**	**13.64%**	**6.34%**
2005 Industry Survey	Manager of Engineering		67,851.00	75,295.00	76,768.00	86,278.00
2007 Augusta Utilities	Engineering Svcs Mgr		58,473.00	58,473.00	58,473.00	58,473.00
		AUD Over (Under)	**(9,378)**	**(16,822)**	**(18,295)**	**(27,805)**
		% Difference	**-13.82%**	**-22.34%**	**-23.83%**	**-32.23%**
2005 Industry Survey	GIS Specialist		41,220	47,264	48,537	52,972
2007 Augusta Utilities	GIS Specialist		39,814	39,814	39,814	39,814
		AUD Over (Under)	**(1,406)**	**(7,450)**	**(8,723)**	**(13,158)**
		% Difference	**-3.41%**	**-15.76%**	**-17.97%**	**-24.84%**
2005 Industry Survey	Survey/GPS Technician		27,206	38,230	35,637	40,248
2007 Augusta Utilities	Code Enf Officer II		26,107	27,151	28,090	28,509
		AUD Over (Under)	**(1,099)**	**(11,079)**	**(7,547)**	**(11,739)**
		% Difference	**-4.04%**	**-28.98%**	**-21.18%**	**-29.17%**

Augusta-Richmond County
Utilities Department
Salary Survey Comparisons

	Position Description		25%	Median	Mean	75%
2005 Industry Survey	Line Locator Tech		36,608	38,958	37,503	40,872
2007 Augusta Utilities	WTP Op II		23,362	25,265	24,383	24,520
		AUD Over (Under)	**(13,246)**	**(13,693)**	**(13,120)**	**(16,352)**
		% Difference	**-36.18%**	**-35.15%**	**-34.98%**	**-40.01%**
2005 Industry Survey	Top Water Resource Op Exec		71,400	78,540	83,330	100,615
2007 Augusta Utilities	AD Water Prod		77,254	77,254	77,254	77,254
		AUD Over (Under)	**5,854**	**(1,286)**	**(6,076)**	**(23,361)**
		% Difference	**8.20%**	**-1.64%**	**-7.29%**	**-23.22%**
2005 Industry Survey	Top Op and Tech Svcs Exec		98,775	107,537	118,457	137,997
2007 Augusta Utilities	AD Const & Maint		70,928	70,928	70,928	70,928
		AUD Over (Under)	**(27,847)**	**(36,609)**	**(47,529)**	**(67,069)**
		% Difference	**-28.19%**	**-34.04%**	**-40.12%**	**-48.60%**
2005 Industry Survey	Top Engineering Exec		71,065	98,586	94,474	122,940
2007 Augusta Utilities	AD Engineering Svcs		77,929	77,929	77,929	77,929
		AUD Over (Under)	**6,864**	**(20,657)**	**(16,545)**	**(45,011)**
		% Difference	**9.66%**	**-20.95%**	**-17.51%**	**-36.61%**
2005 Industry Survey	President		112,778	119,413	133,072	163,258
2007 Augusta Utilities	Utilities Director		87,485	87,485	87,485	87,485
		AUD Over (Under)	**(25,293)**	**(31,928)**	**(45,587)**	**(75,773)**
		% Difference	**-22.43%**	**-26.74%**	**-34.26%**	**-46.41%**
	Average Mean AUD Over (Under)				**-18.18%**	

Statitics:
25th Percentile - That data point that is higher than 25% of all other data in the sample when ranked from low to high.

Median - That data point that is higher than 50% of all other data in the sample when ranked from low to high.

Mean - The sum of all data reported divided by the number of observations in the sample. Also called the average.

75th Percentile - That data point that is higher than 75% of all other data in the sample when ranked from low to high.

Note: This survey referred to in this document was tabulated from a survey of 11 Utilities in the Southeast. This document contains all job descriptions from the survey that closely match current positions within AUD.

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

	Previous Grade	Recommended Grade	Minimum Salary
Admin			
Engineering			
Engr Tech II	-	44	29,040.88
Engr Tech I	45	45	30,569.35
Civil Engr III	48	48	35,654.58
Civil Engr II	50	53	49,150.29
Civil Engr I	52	55	54,460.15
Des Engr III	-	53	49,150.29
Des Engr II	54	55	54,460.15
Des Engr I	-	56	57,326.48
Engr Svc Mgr	56	57	60,343.66
Inspection			
Inspector III	43	43	26,107.12
Inspector II	-	45	30,569.35
Inspector I	-	47	33,871.86
Inspections Group Mgr	45	50	49,150.29
Inspections Superintendent	52	55	54,460.15
Land Acquisition			
Land Acquisition Agent	48	48	35,654.58
Land Acquisition Supervisor	50	56	57,326.48
Systems			
Comm Coord	49	49	37,531.14
Project Leader II	52	54	51,737.15
Utiltites IT Project Ldr	55	55	54,460.15
CMMS			
EDMS Technician	44	44	29,040.88
Draftsman/GIS Specialist II	41	45	30,569.35
M&DTL/GIS Specialist I	46	49	37,531.14
GIS Analyst I	49	52	54,460.15
CMMS Manager	52	54	51,737.15
Accounting			
Acct. III	44	44	29,040.88
Acct. II	46	46	32,178.26
Acct. I	47	47	33,871.86
Acctg Mgr	-	52	46,692.77

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

	Previous Grade	Recommended Grade	Minimum Salary
Admin Services			
Utility Worker II	36	38	19,924.54
Acct. Tech. II	42	42	24,863.28
Acct. Tech I	-	43	26,107.12
Records Clerk	39	39	20,973.20
Warehouse Tech III	40	40	22,077.05
Warehouse Tech II	-	42	24,863.28
Warehouse Tech I	-	43	26,107.12
Asst. Admin. Serv Mgr	45	45	30,569.35
Admin. Srv. Mgr	52	54	51,737.15
Admin			
Secretary I	39	39	20,973.20
Admin Asst. III	-	42	24,863.28
Admin Asst. II	-	43	26,107.12
Admin Asst. I	-	44	29,040.88
Admin Mgr I	47	50	49,150.29
Safety			
Safety/Training Coordinator	43	48	35,654.58
Safety Program Manager	44	52	46,692.77
Customer Service			
Admin			
CS Metering Manager	52	54	51,737.15
CS Office Manager	52	54	51,737.15
CS Superintendent	54	56	57,326.48
CS Clerks			
CS Clerk III	38	40	22,077.05
CS Clerk II	-	42	24,863.28
Senior CS Clerk	-	43	26,107.12
CS Supervisor	43	45	30,569.35
Call Center Mgr	45	45	30,569.35
Branch Manager	47	48	35,654.58
Cashiers			
Cashier III	37	40	22,077.05
Cashier II	-	42	24,863.28
Senior Cashier	43	43	26,107.12
Cashiering Supervisor	45	45	30,569.35

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

	Previous Grade	Recommended Grade	Minimum Salary
Del Acct Clerk			
Acct Clerk III	40	40	22,077.05
Acct Clerk II	-	42	24,863.28
Acct Clerk I	-	43	26,107.12
Collections Super	43	45	30,569.35
Billing			
Billing Clerk III	40	40	22,077.05
Billing Clerk II	-	42	24,863.28
Billing Clerk I	-	43	26,107.12
Billing Super	43	45	30,569.35
Maint. Workers			
Meter Mnt Wrkr III	38	39	20,973.20
Meter Mnt Wrkr II	-	41	23,679.76
Meter Mnt Wrkr I	-	43	26,107.12
Meter Maint Super	43	45	30,569.35
Meter Tstg & Serv Mgr	47	48	35,654.58
Field Serv Rep			
Meter Service Rep III	38	39	20,973.20
Meter Service Rep II	-	41	23,679.76
Senior Meter Service Rep	-	43	26,107.12
Meter Service Rep Super	43	45	30,569.35
Meter Readers			
Meter Reader III	38	39	20,973.20
Meter Reader II	-	41	23,679.76
Senior Meter Reader	-	43	26,107.12
Meter Reader Manager	43	45	30,569.35
Const. & Maint.			
Groundskeeper II	36	36	17,981.89
Utility Worker III	36	37	18,928.31
Utility Worker II	-	38	19,924.54
Utility Worker I	-	39	20,973.20
Utility Supervisor III	-	41	23,679.76
Utility Supervisor II	40	42	24,863.28
Utility Supervisor I	43	43	26,107.12
Utility Foreman III	43	44	29,040.88
Utility Foreman II	-	45	30,569.35
Utility Foreman I	-	46	32,178.26

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

	Previous Grade	Recommended Grade	Minimum Salary
Locator III	39	39	20,973.20
Locator II	-	40	22,077.05
Locator I	-	41	23,679.76
WTP Oper III	-	39	20,973.20
WTP Oper II	39	40	22,077.05
WTP Oper I	-	41	23,679.76
Heavy Equip Oper III	40	41	23,679.76
Heavy Equip Oper II	-	42	24,863.28
Heavy Equip Oper I	-	43	26,107.12
Operating Tech Wells	40	43	26,107.12
Operating Tech Lift Sta.	40	43	26,107.12
Maintenance Elect.	43	43	26,107.12
Working Foreman Tech	46	46	32,178.26
Asst Ops Mgr	45	48	35,654.58
Operations Mgr	52	54	51,737.15
Superintendent	54	56	57,326.48
Water Production			
Maint Wkr I	36	38	19,924.54
Mechanic II	42	42	24,863.28
Mechanic I	43	43	26,107.12
Maint Elec II	43	43	26,107.12
Wrkng Foreman Skilled	45	45	30,569.35
Lab Tech	42	42	24,863.28
Instrument Tech	50	52	46,692.77
WTP Oper Trainee	40	40	22,077.05
WTP Oper Class III	42	42	24,863.28
RWPS Oper Lead Operator	-	42	24,863.28
Lead Operator Class II	44	45	30,569.35
Lead Operator Class I	46	48	35,654.58
RWPS Ops Asst Mgr	46	50	39,506.46
Groundwater Ops Mgr	50	50	39,506.46
RWPS Operations Mgr	50	52	46,692.77
Superintendent II	50	54	51,737.15
Superintendent I	54	56	57,326.48

Note: Career ladders are grouped together in boxes to signify recommended advancement opportunities that will be available without requiring an open position.

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Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
Administration						
Director I	61	11/4/91	87,485.13	Same	63	112,200.00
			-			
Asst. Director Finance	59	12/10/01	73,055.73	Same	61	81,600.00
Asst. Director I	59	4/28/03	77,928.75	Same	61	81,600.00
Asst. Director I	59	3/8/82	77,253.74	Same	61	82,600.00
Asst. Director I	59	3/5/01	73,420.89	Same	61	80,600.00
Asst. Director I	59	5/23/00	70,928.01	Same	61	78,600.00
			-			
Engineering			-			
Eng. Svc. Manager	56	12/11/00	58,472.89	Construction Manager	57	63,500.00
PreConstruction Engineer	54	4/16/01	58,963.51		55	60,500.00
PreConstruction Engineer	54	8/1/05	62,657.74		55	62,657.74
			-			
Civil Eng. I	52	2/13/06	47,626.74		52	47,626.74
Civil Eng. II	50	9/25/06	42,227.80		50	42,227.80
Civil Eng. III	48	10/25/04	36,367.41		48	36,367.41
			-			
Civil Eng. III	48	4/15/86	47,924.70		48	47,924.70
Eng. Tech.	45	6/16/97	34,236.29		48	38,181.62
			-			
Code Enf Officer II	43	7/9/01	30,032.54		45	32,216.44
Mech. II	42	6/20/83	28,401.88		44	33,747.91
			-			
Civil Eng. I	52	0/0/0	46,692.77	Des Eng I	56	57,326.48
Civil Eng. II	50	0/0/0	39,506.46	Des Eng III	53	49,150.29
Civil Eng. I	52	0/0/0	46,692.77	Civil Eng I	52	46,692.77
Civil Eng. III	48	0/0/0	35,654.58	Civil Eng III	48	35,654.58
			-			
Inspection			-			
Sup II	52	11/5/85	52,548.30	uperintendent Inspectio	55	58,743.24
Eng. Tech I	45	7/27/87	35,476.12	ction Group Manager/O	50	45,491.91

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Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
Eng. Tech.	45	10/16/86	36,587.38	:tion Group Manager/O	50	45,637.47
			-			
Code Enforcement Off II	43	12/23/02	31,443.70	Inspector I	47	38,376.88
Code Enforcement Off II	43	5/6/96	29,238.47	Inspector II	45	34,698.99
Code Enforcement Off II	43	5/6/96	29,238.39	Inspector II	45	34,698.99
Code Enforcement Off II	43	6/28/99	30,193.93	Inspector II	45	35,650.40
Code Enforcement Off II	43	4/29/02	29,079.01	Inspector II	45	33,598.27
Code Enforcement Off II	43	3/29/04	27,694.43	Inspector II	45	33,245.47
Code Enforcement Off II	43	10/1/02	29,024.57	Inspector III	43	29,024.57
Code Enforcement Off II	43	4/11/05	26,629.26	Inspector III	43	26,973.49
Code Enforcement Off II	43	2/12/07	27,960.73	Inspector III	43	27,960.73
Code Enforcement Off II	43		26,107.12	Inspector III	43	26,107.12
			-			
Land Acquisition			-			
Land Acquisition Supv.	50	5/29/01	55,590.69		56	63,059.13
Land Acquisition Agent	48	8/28/78	52,178.63		48	52,178.63
Administrative			-			
Secretary I	39	6/7/04	24,473.79	Admin Asst III	42	28,270.95
			-			
Utiltites IT Project Ldr	54	2/16/06	52,771.88		55	55,784.66
Project Leader III	52		46,692.77		54	51,737.15
			-			
CMMS Manager	52	8/10/98	51,783.01		54	54,552.43
CMMS Manager	52	4/30/01	51,272.83		54	53,984.99
GIS Specialist	49	6/24/02	39,813.44		52	46,692.77
Mapping & Drafting Team Ldr	46		32,178.26		49	37,531.14
Comm. Coord.	49		37,531.14		49	37,531.14
Draftsman	41		23,679.76	GIS Specialist II	45	30,569.35
EDMS Technician	44	2/27/06	29,621.51		44	31,191.45
			-			
Acct I	47	3/19/01	42,173.96	Acctg Mgr	52	47,940.00

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Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
Acct. II	46	9/7/99	36,490.46	Same	46	39,000.00
Acct. III	44	5/8/06	29,621.51	Same	44	29,621.51
			-			
Safety Officer	44	12/22/03	39,771.25	Safety Program Mgr	52	52,389.29
Safety Tran. Coord.	43	10/10/05	31,848.66	Safety/Trg Off	48	43,755.36
			-			
Adm. Mgr.	47	12/28/93	35,931.06	Admin Mgr I	50	39,506.46
Secretary I	39	5/17/89	29,628.41	Admin Asst I	44	35,916.35
Secretary I	39	4/2/01	23,031.03	Admin Asst II	43	29,684.50
			-			
Admin Serv Mgr	52	3/5/01	51,017.58	Same	54	54,552.43
Asst. Admin. Manager	45	6/16/82	43,002.69	Same	45	43,862.74
Acct. Tech.	42	8/28/06	24,863.28	Acct Tech II	42	24,863.28
Warehouse Tech	40	2/1/88	25,630.52	Warehouse Tech II	42	27,896.60
Records Clerk	39	3/8/99	24,225.75	Warehouse Tech III	40	26,748.20
Warehouse Tech	40	8/28/06	24,770.48	Warehouse Tech III	40	25,265.89
Groundskeeper II	36	10/5/97	20,040.10	Utility Wrkr II	38	22,355.33
Total Administration			2,466,386.19			2,727,623.74
Customer Service			-			
Supt. I	54	6/11/68	58,507.46	Same	56	68,124.96
Admin. Secretary I	39	3/13/06	21,393.15	Admin Asst III	42	27,896.60
			-			
CS Metering Mgr	52	1/17/77	47,626.63	Same	54	58,682.89
CS Office Mgr	52	9/1/87	47,626.63	Same	54	56,183.89
			-			
Meter Test & Serv Mgr	47	9/11/06	33,871.86	Meter Maint Prog Mgr	48	35,654.58
Operations Mgr.	47	6/14/76	34,549.30	Same	48	45,141.21
			-			
Cashiering Super	45	4/9/86	34,875.13	Same	45	36,970.31
Lge Meter Test & Repair Super	45	10/18/99	31,180.74	Same	45	33,053.97

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Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
Call Center Super	45	9/6/98	31,180.74	Same	45	33,236.97
			-			
CS Super	43	7/25/94	29,376.62	Same	45	33,968.97
Meter Service Worker Super	43	1/25/99	26,629.26	Same	45	33,053.97
CS Super	43	11/12/76	31,141.91	Same	45	35,249.97
Collections Supervisor	43	10/31/88	29,188.44	Same	45	33,419.97
Billing Supervisor	43	4/21/97	33,419.97	Same	45	33,419.97
Meter Service Rep Supervisor	43	1/17/95	28,717.83	Same	45	33,053.97
			-			
Senior Cashier	43	3/10/97	26,629.26	Same	43	29,459.97
Senior Cashier	43	5/17/93	29,238.39	Same	43	30,359.97
Meter Reader Super	43	9/15/75	29,527.15	Sr Meter Reader	43	33,419.97
Meter Reader Super	43	3/16/88	30,091.53	Sr Meter Reader	43	31,259.97
			-			
Acct. Clerk I	40	2/4/88	26,722.76	Billing Clerk III	42	27,896.60
Acct. Clerk I	40	7/3/06	22,518.66	Acctg Clerk III	40	22,518.66
Acct. Clerk I	40	1/2/07	22,518.66	Acctg Clerk III	40	22,518.66
Acct. Clerk I	40	1/16/07	22,518.66	Billing Clerk III	40	22,518.66
			-			
Cashier I	37	8/15/78	29,204.61	Cashier II	42	30,404.61
Cashier I	37	8/16/88	22,687.88	Cashier II	42	27,735.04
Cashier I	37	1/16/07	19,306.88	Cashier III	40	22,077.05
Cashier I	37	8/29/05	20,078.82	Cashier III	40	22,077.05
Cashier I	37	1/16/07	19,306.88	Cashier III	40	22,077.05
			-			
Cust. Serv. Clerk I	38	11/21/85	27,441.52	Senior CS Clerk	43	30,853.40
Cust. Serv. Clerk I	38	6/17/96	23,585.89	Senior CS Clerk	43	28,873.40
Cust. Serv. Clerk I	38	10/5/98	22,096.34	CS Clerk II	42	25,360.55
Cust. Serv. Clerk I	38	6/9/86	23,629.17	CS Clerk II	42	25,360.55
Cust. Serv. Clerk I	38	8/8/03	21,769.90	CS Clerk II	42	25,360.55
Cust Service Clerk	38	9/11/06	20,322.81	CS Clerk III	40	22,077.05
Cust. Serv. Clerk I	38	12/2/96	22,672.28	CS Clerk III	40	22,672.28

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Cust. Serv. Clerk I	38	1/2/07	20,322.81	CS Clerk III	40	22,077.05
Cust Service Clerk	38		19,924.54	CS Clerk III	40	22,077.05
Cust. Serv. Clerk I	38		19,924.54	CS Clerk III	40	22,077.05
Cust. Serv. Clerk I	38		19,924.54	CS Clerk III	40	22,077.05
Cust. Serv. Clerk I	38		19,924.54	CS Clerk III	40	22,077.05
Cust. Serv. Clerk I	38		19,924.54	CS Clerk III	40	22,077.05
Cust. Serv. Clerk I	38		19,924.54	CS Clerk III	40	22,077.05
Maint. Worker I	38	9/11/78	31,144.03	Sr Field Serv Rep	43	32,886.24
Maint. Worker I	38	11/20/78	32,886.24	Sr Field Serv Rep	43	32,886.24
Maint. Worker I	38	12/11/89	22,356.93	Field Service Rep II	41	26,285.93
Maint. Worker I	38	4/15/02	21,769.79	Field Service Rep II	41	24,153.36
Maint. Worker I	38	9/21/98	22,096.34	Field Service Rep II	41	24,827.93
Maint. Worker I	38	3/14/05	22,248.77	Field Service Rep III	39	23,531.93
Maint. Worker I	38	5/1/07	19,924.54	Field Service Rep III	39	20,973.20
			-			
Skilled Maint Wrkr	40	3/7/80	32,021.04	Meter Maint Wrkr I	43	32,886.24
Large Meter Service Worker	40	4/22/96	25,955.12	Meter Maint Wrkr II	41	26,474.23
Large Meter Service Worker	40	7/31/06	22,518.66	Meter Maint Wrkr II	41	23,679.76
Maint. Worker I	38	8/30/04	21,135.54	Meter Maint Wrkr III	39	23,679.76
Maint. Worker I	38	6/6/05	20,322.81	Meter Maint Wrkr III	39	23,070.52
Maint. Worker I	38		19,924.54	Meter Maint Wrkr III	39	20,973.20
Maint. Worker I	38		19,924.54	Meter Maint Wrkr III	39	20,973.20
Maint. Worker I	38		19,924.54	Meter Maint Wrkr III	39	20,973.20
Maint. Worker I	38		19,924.54	Meter Maint Wrkr III	39	20,973.20
Maint. Worker I	38		19,924.54	Meter Maint Wrkr III	39	20,973.20
Maint. Worker I	38		19,924.54	Meter Maint Wrkr III	39	20,973.20
			-			
Meter Reader I	38	1/17/77	25,189.22	Meter Reader II	41	32,886.24
Meter Reader I	38	6/1/88	24,344.78	Meter Reader II	41	26,609.93
Meter Reader I	38	11/14/94	22,682.89	Meter Reader II	41	25,637.93
Meter Reader I	38	5/5/97	22,686.32	Meter Reader II	41	25,151.93

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Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
Meter Reader I	38	1/12/98	22,566.96	Meter Reader II	41	24,989.93
Meter Reader I	38	5/1/00	21,135.54	Meter Reader II	41	24,503.93
Meter Reader I	38	4/16/01	21,878.64	Meter Reader II	41	24,341.93
Maint. Worker I	38	4/30/01	21,878.73	Meter Reader II	41	24,341.93
Meter Reader I	38	6/1/07	20,322.81	Meter Reader III	39	21,392.66
Meter Reader I	38	1/16/07	20,322.81	Meter Reader III	39	21,392.66
Meter Reader I	38	6/1/07	20,322.81	Meter Reader III	39	21,392.66
Meter Reader I	38	1/16/07	20,322.81	Meter Reader III	39	21,392.66
Meter Reader I	38	1/16/07	20,322.81	Meter Reader III	39	21,392.66
Meter Reader I	38		19,924.54	Meter Reader III	39	20,973.20
			-			
			1,858,852.47			2,054,107.44
Positions to be Deleted			-			
Operations Mgr.	47		33,871.86	Oper Mgr.	47	
			-			
Positions to be Added			-			
Meter Reading Manager	45		-	Meter Reading Mgr	45	30,569.35
Meter Repair Supervisor	45		-	Meter Repair Super	45	30,569.35
Meter Maint Worker III	39		-	Meter Maint Worker III	39	20,973.20
Meter Maint Worker III	39		-	Meter Maint Worker III	39	20,973.20
Meter Maint Worker III	39		-	Meter Maint Worker III	39	20,973.20
Total Customer Service			1,892,724.33			2,178,165.74
Construction & Maintenance			-			
Facilities Manager	52	11/2/92	54,993.89	Same	54	58,884.07
			-			
Heavy Equip Op	40	7/9/01	25,454.50	Heavy Equip Op. II	42	29,700.44
Heavy Equip Op	40	8/18/03	22,518.60	Heavy Equip Op. III	41	25,002.89
Heavy Equip Op	40	3/3/03	27,694.42	Heavy Equip Op. I	43	27,694.42
Heavy Equip Op	40	11/20/06	23,767.26	Heavy Equip Op. II	41	24,337.79

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Heavy Equip. Op.	40	2/1/92	24,725.04	Heavy Equip Op. I	43	29,835.14
Heavy Equip. Op.	40	3/16/00	24,363.21	Heavy Equip Op. I	43	28,177.43
Heavy Equip. Op.	40	9/29/03	23,419.28	Heavy Equip Op. III	41	24,979.42
Heavy Equip. Op.	40	8/1/07	23,180.82	Heavy Equip Op. I	43	26,657.21
Heavy Equip. Op.	40	7/9/01	22,076.86	Heavy Equip Op. II	42	28,170.44
Heavy Equip. Op.	40	4/16/01	24,590.24	Heavy Equip Op. II	42	28,217.38
			-			
Laborer I	36	4/23/07	18,341.44	Utility Worker III	37	19,405.24
Laborer I	36	8/13/07	17,981.86	Utility Worker III	37	19,342.65
Laborer I	36	1/18/05	19,074.88	Utility Worker III	37	19,866.34
Laborer I	36	8/15/05	19,074.88	Utility Worker III	37	19,749.53
Laborer I	36	1/2/07	18,348.98	Utility Worker III	37	19,467.28
Laborer I	36	4/9/07	18,341.44	Utility Worker III	37	19,413.07
Laborer I	36	3/28/05	19,074.88	Utility Worker III	37	19,827.77
Laborer I	36	4/1/02	19,647.13	Utility Worker II	38	21,454.25
Laborer I	36	1/16/07	18,341.44	Utility Worker III	37	19,459.46
Laborer I	36	4/1/02	19,647.13	Utility Worker II	38	21,454.25
Laborer I	36	5/23/05	19,074.88	Utility Worker III	37	19,796.48
Laborer I	36	9/26/05	19,074.88	Utility Worker III	37	19,726.05
Laborer I	36	11/20/06	18,341.44	Utility Worker III	37	19,491.31
Laborer I	36	1/24/90	20,181.00	Groundskeeper II	36	21,959.87
Laborer I	36	11/20/06	18,341.44	Utility Worker III	37	19,491.31
Laborer I	36	6/18/07	18,341.44	Utility Worker III	37	19,373.94
Laborer I	36	1/17/06	19,075.04	Utility Worker III	37	19,662.90
Laborer I	36	8/13/07	17,981.86	Utility Worker III	37	19,342.65
Laborer I	36	8/13/07	17,981.86	Utility Worker III	37	19,342.65
Laborer I	36	3/10/97	20,674.77	Groundskeeper II	36	20,674.77
Laborer I	36	9/26/05	19,074.88	Utility Worker III	37	19,726.05
Laborer I	36	8/27/07	17,981.86	Utility Worker III	37	19,334.82
Laborer I	36	1/17/06	19,075.04	Utility Worker III	37	19,662.90
Laborer I	36	6/7/04	19,074.88	Utility Worker II	38	21,008.25
Laborer I	36	8/15/05	19,074.88	Utility Worker III	37	19,749.53

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Laborer I	36	8/27/07	17,981.86	Utility Worker III	37	19,334.82
Laborer I	36	12/11/00	19,745.36	Utility Worker II	38	21,720.29
Laborer I	36	11/20/06	18,341.44	Utility Worker III	37	19,491.31
Laborer I	36	1/16/07	18,341.44	Utility Worker III	37	19,459.46
			-			
Prop.&Maint. Supv. I	43	10/10/94	29,238.39	Utility Foreman IIIG	44	32,278.73
Prop.&Maint. Supv. I	43	2/9/98	32,004.78	Utility Foreman II	45	33,157.02
Prop.&Maint. Supv. I	43	11/13/00	28,000.35	Utility Foreman II	45	32,593.65
Prop.&Maint. Supv. I	43	8/16/04	26,629.20	Utility Foreman III	44	30,267.79
Prop.&Maint. Supv. I	43	12/3/85	29,381.02	Utility Foreman IIIG	44	34,085.66
Prop.&Maint. Supv. I	43	1/23/86	29,381.02	Utility Foreman I	46	37,257.29
Prop.&Maint. Supv. I	43	3/4/02	27,860.32	Utility Foreman II	45	32,327.61
Prop.&Maint. Supv. I	43	12/5/05	27,694.43	Utility Foreman III	44	30,001.75
Prop.&Maint. Supv. I	43	4/4/94	30,700.24	Utility Foreman I	46	35,584.49
Prop.&Maint. Supv. I	43	4/16/01	30,101.18	Utility Foreman II	45	32,507.58
Prop.&Maint. Supv. I	43	1/19/88	29,967.39	Utility Foreman IIIG	44	33,651.40
Prop.&Maint. Supv. I	43	2/22/77	30,557.39	Utility Foreman IIIG	44	35,877.51
Prop.&Maint. Supv. I	43	5/29/01	28,525.26	Utility Foreman II	45	34,013.54
Prop.&Maint. Supv. I	43	7/17/90	29,238.39	Utility Foreman IIIG	44	33,142.79
Prop.&Maint. Supv. I	43	11/29/99	28,017.99	Utility Foreman II	45	32,789.26
Prop.&Maint. Supv. I	43	8/13/92	30,700.34	Utility Foreman I	46	35,919.27
			-			
Prop.&Maint. Supv II	40	2/4/02	23,419.36	Utility Supervisor II	42	26,523.07
Prop.&Maint. Supv II	40	5/23/05	23,419.36	Utility Supervisor III	41	24,642.96
Prop.&Maint. Supv II	40	7/31/06	22,077.05	Utility Supervisor III	41	24,400.39
Prop.&Maint. Supv II	40	8/18/03	22,518.40	Utility Supervisor III	43	27,478.80
Prop.&Maint. Supv II	40	6/30/97	24,725.04	Utility Supervisor I	43	28,730.74
Prop.&Maint. Supv II	40	8/30/84	24,890.76	Utility Supervisor I	43	31,350.33
Prop.&Maint. Supv II	40	12/22/03	22,518.40	Utility Supervisor III	41	24,932.47
Prop.&Maint. Supv II	40	6/25/01	23,419.36	Utility Supervisor II	42	26,648.26
Prop.&Maint. Supv II	40	4/29/02	24,121.95	Utility Supervisor II	42	26,476.12
Prop.&Maint. Supv II	40	10/29/01	23,419.36	Utility Supervisor II	43	27,846.56

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Prop.&Maint. Supv II	40	2/4/02	24,121.95	Utility Supervisor II	42	26,523.07
Prop.&Maint. Supv II	40	10/25/04	22,518.66	Utility Supervisor III	41	24,760.33
Prop.&Maint. Supv II	40	8/15/05	22,077.05	Utility Supervisor III	41	24,596.01
Prop.&Maint. Supv II	40	6/18/07	22,077.05	Utility Supervisor III	41	24,220.42
Prop.&Maint. Supv II	40	8/15/05	23,419.36	Utility Supervisor III	41	24,596.01
Prop.&Maint. Supv II	40	12/6/04	22,518.54	Utility Supervisor III	41	24,736.85
Prop.&Maint. Supv II	40	1/18/05	22,518.40	Utility Supervisor III	41	24,712.82
Prop.&Maint. Supv II	40	7/2/07	22,077.05	Utility Supervisor III	41	24,212.60
			-			
Supt. I	54	12/9/91	60,137.34	Utility Superintendent	56	63,239.06
Supt. I	54	7/1/81	64,861.96	Utility Superintendent	56	64,861.96
			-			
Supt. II	52	5/23/83	53,568.57	Operations Manager	54	59,282.85
Supt. II	52	6/20/85	53,568.57	Operations Manager	54	60,388.64
			-			
Work Foreman Tech	46	2/2/04	35,841.84	Senior Technician	46	35,841.84
Work Foreman Tech	46	4/30/01	36,347.55	Senior Technician	46	37,200.84
			-			
Working Foreman	38	7/18/05	21,135.54	Utility Supervisor III	41	24,611.66
Working Foreman	38	8/2/04	20,322.90	Utility Supervisor III	41	24,807.27
			-			
Working Foreman Skilled	45	1/9/95	35,071.39	Asst. Oper. Mgr.	48	42,033.84
Working Foreman Skilled	45	5/4/88	35,458.57	Asst. Oper. Mgr.	48	43,398.13
Working Foreman Skilled	45	10/20/97	33,601.19	Asst. Oper. Mgr.	48	39,936.55
Working Foreman Skilled	45	6/4/79	37,929.12	Asst. Oper. Mgr.	48	45,218.48
			-			
WTP Op. I	40	1/9/95	25,251.21	Oper. Tech. Lift Sta.	43	29,235.43
			-			
WTP Op. II	39	7/16/07	22,691.68	WTP Oper. II	40	22,691.68
WTP Op. II	39	10/2/89	30,548.18	WTP Op. I	41	30,548.18
WTP Op. II	39	9/4/01	25,264.89	Locator II	40	26,826.62
WTP Op. II	39	6/20/05	22,248.77	WTP Op. III	39	22,248.77

Augusta Utilities
Reorganization, Career Ladders & Salary Adjustments
October, 2007

Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
WTP Op. II	39	9/4/01	24,061.88	WTP Oper. II	40	25,296.62
WTP Op. II	39	7/25/93	24,882.21	WTP Op. I	41	28,587.42
WTP Op. II	39	1/4/96	24,520.39	Locator I	41	26,558.32
WTP Op. II	39	1/31/05	22,248.77	Locator III	39	23,474.86
			-			
WTP Supervisor I	47	2/2/04	38,859.41	Asst. Oper. Mgr.	48	40,039.67
WTP Supervisor I	47	7/11/95	37,839.78	Asst. Oper. Mgr.	48	40,141.67
			-			
Collection Super II	52		46,692.77	Operations Manager	54	51,737.15
Heavy Eqip. Op.	40		22,077.05	Heavy Equip Op. III	41	23,679.76
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Laborer I	36		17,981.89	Utility Worker III	37	18,928.31
Maint. Elec.	43		26,107.12	Same	43	26,107.12
Maint. Elec.	43		26,107.12	Same	43	26,107.12
			-			
Total Construction & Maintenance			2,831,319.78			3,104,601.90
Raw Water			-			
Laborer I	36	6/22/93	20,138.31	Maint. Worker I	38	22,278.37
Laborer	36	1/16/07	18,341.53	Maint. Worker I	38	20,323.03
Laborer	36	11/20/06	18,341.53	Maint. Worker I	38	20,323.03
			-			
Maint Worker II	37	5/22/06	18,341.50	Maint. Worker I	38	20,323.03

Augusta Utilities
Reorganization, Career Ladders & Salary Adjustments
October, 2007

Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
			-			
Mechanic I	43	7/5/05	27,694.43		43	27,694.43
			-			
Working Foreman Skill	45	7/24/00	32,799.05		45	32,799.05
			-			
WTP Op. I	40	7/14/94	24,724.95	Lead Operator	42	26,904.00
WTP Op. I	40	11/21/05	23,419.24	Lead Operator	42	24,863.00
WTP Op. I	40	11/8/04	23,419.36	Lead Operator	42	24,863.00
WTP Op. I	40	11/7/05	23,419.36	Lead Operator	42	24,863.00
WTP Op. I	40	6/23/03	23,419.36	Lead Operator	42	24,863.00
WTP Op. I	40	5/7/07	22,518.60		40	22,518.60
WTP Op. I	40	7/18/05	23,419.36		40	24,481.80
WTP Op. I	40	6/24/02	24,121.95	Lead Operator	42	25,713.00
WTP Op. I	40	6/20/94	24,724.95	Lead Operator	42	27,073.00
WTP Op. I	40	5/1/00	22,518.66		40	22,518.66
			-			
WTP OPS Assist. Manager	46	8/12/87	37,659.55		50	45,131.39
			-			
WTP OPS Manager	50	2/25/85	41,908.23		52	52,204.39
			-			
Total Raw Water			450,929.93			**489,737.77**
			3,150.44			
Surface Treatment			-			
Cust Serv Clerk-Class II	38	9/8/97	31,730.85	Adm Asst/OP Class III	42	33,179.58
			-			
Laborer I	36	9/11/78	20,380.38	Maint. Worker I	38	24,668.23
			-			
Mech II- Class II	42	3/19/01	29,882.74		42	29,882.74
Mech II- Class I	42	3/19/01	31,533.79		42	31,533.79
Mech II	42	5/12/03	26,374.97		42	26,374.97
Mech II- Class II	42	8/5/92	27,845.38		42	28,064.06

Augusta Utilities
Reorganization, Career Ladders & Salary Adjustments
October, 2007

Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
			-			
Supt. I	54	7/30/84	54,882.30		56	64,465.51
Supt. I	54	7/10/89	57,942.19		56	63,190.51
			-			
Working Foreman Skilled	45	2/1/83	37,197.29		45	37,197.29
Wrkg Foremn Skilled-Class I	45	9/23/85	43,519.70		45	43,519.70
			-			
WTP Op. I-Class I	46	10/5/83	35,159.16		47	39,415.21
WTP Op. I-Class I	46	10/8/84	36,257.08	Lead Operator	48	39,208.15
WTP Op. I-Class I	46	3/5/01	35,159.20		47	35,791.66
WTP Op. I-Class I	46	6/11/01	35,159.20		47	35,688.13
			-			
WTP Op. I-Class I	46	5/14/01	35,159.20	Lead Operator	48	37,562.60
WTP Op. I-Class II	44	2/9/98	31,730.85	Lead Operator	45	32,860.68
WTP Op. I-Class II	44	2/14/87	31,730.85	Lead Operator	45	34,913.94
			-			
WTP Op. I-Class III	42	6/11/01	27,166.22	Same		27,639.06
WTP Op.-Class II	44	5/15/00	30,806.65	Lead Operator	45	32,592.93
			-			
WTP OPS Assist. Manager	48	4/20/80	38,318.22		50	46,823.57
			-			
WTP Op Trainee	40	9/12/06	22,518.54		40	22,598.66
WTP Op Trainee	40	9/12/06	22,518.54		40	22,598.66
WTP Op Trainee	40	9/25/06	22,518.54		40	22,598.66
			-			
WTP OPS Manager	52		46,692.77		54	51,737.15
			-			
Total Surface Treatment			812,184.59			**864,105.41**
Ground Water			-			
Ground Water OPS Manager	50	2/9/98	40,296.61		50	42,472.25
			-			
Maint. Elec. II	43	4/29/02	32,946.33		43	32,946.33
			-			
WTP Op. I-Class I	46	3/24/97	34,134.86	Lead Operator	48	38,540.27
Lab Tech	44	8/6/01	30,806.65	Lead Operator	45	32,207.37
WTP Op. I Trainee	40	5/22/06	22,518.54		40	22,678.73

Augusta Utilities
Reorganization, Career Ladders & Salary Adjustments
October, 2007

Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
WTP Op. I-Class III	42	5/31/99	27,166.22			28,006.26
WTP Op. I Trainee	40	6/18/07	22,518.34		40	22,518.34
WTP Op. I Trainee	40	6/18/07	22,518.34		40	22,518.34
			-			
Lab Technician	42		24,863.28		42	24,863.28
			-			
Total Ground Water			257,769.17			**266,751.17**
Hicks Plant			-			
Supt. I	54	11/19/86	54,882.30		56	63,573.01
			-			
WTP OPS Assist. Manager	48	11/16/98	36,367.67		50	42,230.51
			-			
Cust Serv Clerk	38	4/11/05	21,135.54	Adm Asst III	42	25,360.26
			-			
Supt. II	50		39,506.46		54	51,737.15
			-			
Laborer I	36	12/18/06	18,341.44	Maint Wrkr I	38	19,924.54
			-			
Mech II	42	3/19/01	27,302.03		42	27,302.03
			-			
WTP OPS Manager	52	2/18/80	49,531.53		54	58,995.93
Instrumentation Tech	50	8/15/05	48,404.30		52	48,404.30
			-			
Wrkg Foremn Skilled-Class III	45	8/1/05	34,049.29		45	34,049.29
			-			
WTP Op. I-Class I	46	9/21/98	35,159.17	Lead Operator	48	38,214.38
WTP Op. I-Class III	42	11/24/03	26,374.97		43	27,179.94
WTP Op. I-Trainee	40	2/8/99	22,083.62		40	22,083.62
WTP Op. I-Class II	44	2/8/99	30,806.65	Lead Operator	45	32,674.02
WTP Op. I-Class I	46	10/23/06	32,822.14	Lead Operator	48	35,654.58
WTP Op I Class III	42	11/7/05	23,419.36		42	25,635.95
WTP Op I Trainee	40	5/21/07	22,518.60		40	22,518.60
Laborer	36		17,981.89	Maint. Worker I	38	19,924.54
WTP Op. I-Class III	42		24,863.28	Lead Operator	43	26,107.12
Total Hicks Plant			565,550.25			621,569.78

Augusta Utilities
Reorganization, Career Ladders & Salary Adjustments
October, 2007

Position	Salary Grade	DOH	Current Salary w/ 2%	New Position	New Salary Grade	New Adj Salary
Total AUD			9,276,864.25			**10,252,555.50**
				Increase		**975,691.25**
						10.52%
				2007 Salary Effect		162,615.21
				Benefits		15,692.37
						$ 178,307.58

Augusta-Richmond County
Job Description

Approved Title:	**Engineering Technician II**	**Job Code:**	
Title:	**Engineering Technician II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**44**

GENERAL SUMMARY: Assists in data collection/ plan review in support of engineering functions pertaining to residential and commercial development within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. May perform fire flows, read rainfall data, sewer and potable water flow meters, open channel meters. Understand surveying principles. Reports to the Engineering Services Manager or other designated person and work with co-workers, engineers, inspectors, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists in collection of data from field instruments.
2. Assists in field surveying.
3. Attends meetings in an advisory capacity.
4. Calculates and verifies field quantities.
5. Approves water and sanitary sewer tap applications for completed developments.
6. Draws plans using CAD.
7. Assists in the maintenance of updated Augusta-Richmond County water and sanitary sewer maps.

REQUIREMENTS

Education: High School Diploma or equivalent level of education and experience.
Experience: 0-2 years experience to perform principal duties and responsibilities.
Knowledge/Skills/Abilities:

- Principles of construction.
- Familiarity with departmental policies and procedures and applicable laws and regulations.
- Proficiency in maintaining and organizing files, drawings, and maps.
- Knowledge of measuring water flow and rainfall.
- Good math and communication skills, both oral and written.

Other:

- 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, 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 other locations with exposure to inclement weather, dirt, 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:	**Engineering Technician I**	**Job Code:**	
Title:	**Engineering Technician I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Reviews and approves water and sanitary sewer construction and/or extension pertaining to residential and commercial development within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, inspectors, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains subdivision and commercial development status files.
2. Coordinates status and completion of developments.
3. Reviews, approves, and files development as-built drawings.
4. Prepares acceptance and warranty.
5. Approves water and sanitary sewer tap applications for completed developments.
6. Researches records and visits development sites, operate survey instruments.
7. Assists in the maintenance of updated Augusta-Richmond County water and sanitary sewer maps.
8. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: BA/BS in related occupation field of study.

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 the principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and applicable laws and regulations.
- Proficiency in maintaining and organizing files, drawings, and maps.
- Mastery of drafting and using surveying instruments.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 other locations with exposure to inclement weather, dirt, 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:	**Civil Engineer III**	**Job Code:**	
Title:	**Civil Engineer III**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**48**

GENERAL SUMMARY: Assists in planning, designing, reviewing, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 0-2 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 principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- 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.

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:	**Civil Engineer II**	**Job Code:**	
Title:	**Civil Engineer II**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**53**

GENERAL SUMMARY: Assists in planning, designing, reviewing, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 2-4 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 principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- 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.

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

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Civil Engineer I**	**Job Code:**	
Title:	**Civil Engineer I**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**55**

GENERAL SUMMARY: Assists in planning, designing, reviewing, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 4+ 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 principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- 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.

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:	**Design Engineer III**	**Job Code:**	
Title:	**Design Engineer III**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**53**

GENERAL SUMMARY: Assists in planning, designing, reviewing, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.
8. Responsible for in-house designs contracts with guidance.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 3 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship. Obtain Engineer in Training. Certificate within 12 months of acquiring position.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- 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.

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

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Design Engineer II**	**Job Code:**	
Title:	**Design Engineer II**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**55**

GENERAL SUMMARY: Assists in planning, designing, reviewing, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.
8. Responsible for in-house designs contracts with guidance.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 5 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship. P.E. candidate, possess Engineer in Training Certificate.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- 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.

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

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Design Engineer I**	**Job Code:**	
Title:	**Design Engineer I**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Engineering Services Manager**	**Job Grade:**	**56**

GENERAL SUMMARY: Review plans, designs, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta-Richmond County policies and procedures, and accepted survey and engineering practices. Reports to the Engineering Services Manager or other designated person and works with co-workers, engineers, utility personnel, contractors, and the public to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares easement deeds and facilitates acquisition of same.
2. Evaluates water and sanitary sewer projects needed.
3. Maintains current status reports and files on projects.
4. Coordinates projects with other agencies.
5. Performs field surveying.
6. Attends pre-construction and utility meetings.
7. Prepares bid packages.
8. Responsible for in-house design contracts.
9. Designs water/ sewer and related utilities projects.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
Experience: 5 years experience to perform principal duties and responsibilities. Possess P.E. License.
Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- 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.

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

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Engineering Service Manager**	**Job Code:**	
Title:	**Engineering Service Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Asst. Director - Engineering**	**Job Grade:**	**57**

GENERAL SUMMARY: Administers and supervises the Engineering Division within the guidelines of department policies and procedures and accepted management practices. Reports to Assistant Director or other designated person and works with co-workers, employees, and the public to provide maintenance and administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises the design, construction, inspection and review of site and development plans of the water, and sewer system.
2. Assists in preparing capital improvement plans and budgets.
3. Advises regarding engineering matters.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
Experience: 10+ 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 engineering principles and practices and laws and regulations pertaining to water treatment, distribution, wastewater treatment, and collection.
- Proficiency in management, supervision, and interpersonal communication.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Possess or have ability to obtain certification as a Professional Engineer.

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

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Inspector III**	**Job Code:**	
Title:	**Inspector III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Lead Inspector**	**Job Grade:**	**43**

GENERAL SUMMARY: Conducts inspection of water and sanitary sewer construction within the guidelines of Augusta-Richmond County and departmental procedures and regulations, surveying principles and practices, water and sanitary sewer regulations, work schematics, and legal deeds and plats. Reports to the Lead Inspector or other designated person. Work with co-workers, engineers, developers, contractors, utility agencies, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Interprets plans, sketches, and specifications for water and sanitary sewer projects.
2. Oversee multiple plans, checks progress and quality of water and sanitary sewer installation on projects assigned.
3. Review and comment on design plans.
4. Coordinates with contractors, engineers, and utility personnel on water and sanitary sewer projects.
5. Maintains accurate records and field notes on water and sanitary sewer projects, calculations and verification of field quantities.
6. Attends pre-con and utility meetings.

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.
Experience: 0-3 years in similar position or sufficient experience to perform principal duties and responsibilities.
Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Familiarity with departmental policies and procedures.
- Proficiency in mathematics and reading construction plans.
- Mastery of record keeping.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 in an office and outdoors with exposure to noise, 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:	**Inspector II**	**Job Code:**	
Title:	**Inspector II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Lead Inspector**	**Job Grade:**	**45**

GENERAL SUMMARY: Conducts inspection of water and sanitary sewer construction within the guidelines of Augusta-Richmond County and departmental procedures and regulations, surveying principles and practices, water and sanitary sewer regulations, work schematics, and legal deeds and plats. Reports to the Lead Inspector or other designated person. Work with co-workers, engineers, developers, contractors, utility agencies, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Interprets plans, sketches, and specifications for water and sanitary sewer projects.
2. Oversee multiple plans, checks progress and quality of water and sanitary sewer installation on projects assigned.
3. Review and comment on design plans.
4. Coordinates with contractors, engineers, and utility personnel on water and sanitary sewer projects.
5. Maintains accurate records and field notes on water and sanitary sewer projects, calculations and verification of field quantities.
6. Attends pre-con and utility meetings.

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.
Experience: 3 years in similar position or sufficient experience to perform principal duties and responsibilities. Waste Water certification.
Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Familiarity with departmental policies and procedures.
- Proficiency in mathematics and reading construction plans.
- Mastery of record keeping.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 in an office and outdoors with exposure to noise, 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:	**Inspector I**	**Job Code:**	
Title:	**Inspector I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Lead Inspector**	**Job Grade:**	**47**

GENERAL SUMMARY: Conducts inspection of water and sanitary sewer construction within the guidelines of Augusta-Richmond County and departmental procedures and regulations, surveying principles and practices, water and sanitary sewer regulations, work schematics, and legal deeds and plats. Reports to the Lead Inspector or other designated person. Work with co-workers, engineers, developers, contractors, utility agencies, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Interprets plans, sketches, and specifications for water and sanitary sewer projects.
2. Oversee multiple plans, checks progress and quality of water and sanitary sewer installation on projects assigned.
3. Review and comment on design plans.
4. Coordinates with contractors, engineers, and utility personnel on water and sanitary sewer projects.
5. Maintains accurate records and field notes on water and sanitary sewer projects, calculations and verification of field quantities.
6. Attends pre-con and utility meetings.

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.
Experience: 6 years in similar position or sufficient experience to perform principal duties and responsibilities. Waste Water, Water, and NPDES 16 certification.
Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Familiarity with departmental policies and procedures.
- Proficiency in mathematics and reading construction plans.
- Mastery of record keeping.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 in an office and outdoors with exposure to noise, 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:	**Lead Inspector**	**Job Code:**	
Title:	**Lead Inspector**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Inspection Operations Manager**	**Job Grade:**	**50**

GENERAL SUMMARY: Planning, reviewing, and inspecting water and sewer and related construction project within the guidelines of Augusta-Richmond County and departmental procedures and regulations. Must have demonstrated the ability to lead and manage subordinates. Work with engineers, contractors, surveyors, and planners and other government agencies to successfully construct and plan city projects. Reports to the Inspection Operations Manager or other designated person.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversee multiple projects and manage employees daily work assignment.
2. Schedule training and developmental classes for employees.
3. Review and comment on design plans.
4. Attend pre-con and utility meetings.
5. Calculation and verification of field quantities.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.
Experience: 9 years in similar position or sufficient experience to perform principal duties and responsibilities, sufficient to pass certification exams.
Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Considerable knowledge of construction contracts, mastery of record keeping.
- Proficiency in mathematics and reading construction plans.
- Considerable knowledge of valves, vaults, manholes, sewer lines, hydrants and equipment.
- Good communication skills, both oral and written.
- Knowledge of pipe locating methods and tools.

Other:

- May supervise and/or train designated subordinate personnel.
- 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, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and outdoors with exposure to noise, 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:	**Inspections Superintendent**	**Job Code:**	
Title:	**Operations Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Assistant Director - Engineering**	**Job Grade:**	**55**

GENERAL SUMMARY: Assists in planning, directing, and coordinating the activities of the Inspection Section of the Engineering Division within the guidelines of department regulations, standard construction and maintenance practices, and County codes. Reports to the Assistant Director or other designated person and works with co-workers, building contractors, utility company representatives, engineers and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, evaluates, counsels, and supervises personnel and provides technical advice.
2. Reviews plans and provides recommendations for subdivision and commercial developments and proposed projects.
3. Meets with the public, utility representatives, engineers and contractors to discuss and resolve utility construction and maintenance related issues.
4. Inspects job sites for compliance and coordinates inspection activities with the State Department of Transportation and intergovernmental agencies.
5. Approves water and sewer tap applications associated with projects.
6. Coordinates construction activities with Construction and Maintenance Section, intergovernmental departments and other outside agencies.
7. Implements Inspection Services Program for developments and utility construction projects
8. Obtains and develops cost estimates for work to be contracted.

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 Augusta's water and sewer system and interrelated operations of pumps, electrical motors, gasoline engines, control valves, etc.
- Considerable knowledge of Augusta's water and sewer standards, details, specifications, and ordinances pertaining to water and sewer construction and maintenance.
- Proficiency in 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:

- Possess or have ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.

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 with exposure to noise, 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:	**Land Acquisition Agent**	**Job Code:**	
Title:	**Land Acquisition Agent**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Land Acquisition Supervisor**	**Job Grade:**	**48**

GENERAL SUMMARY: Conducts property/easement acquisition negotiations with property owners within the guidelines of state and county laws, departmental policies and procedures, and rules and regulations regarding property negotiation procedures. Reports to the Engineering Services Superintendent or other designated person and works with co-workers, employees, and the public to acquire property/easements for County.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Obtains maps, legal descriptions of property, real estate options, deeds, documents, closing agreements, and other legal instruments.
2. Inspects assessed valuations and develops comparative appraisals.
3. Resolves complaints with property owners concerning improvement projects on acquired easements.
4. Researches deeds, titles, ownership's, and surveys.
5. 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 appraisal methods, land surveying, and legal instruments required to effect real property transactions.
- Familiarity with state and county rules and regulations regarding property taxes, appraisals, and acquisition methods and departmental policies and procedures.
- Proficiency in negotiating property acquisitions and reading and interpreting maps, deeds, surveys, blueprints, and construction plans.
- Mastery of basic mathematical calculations, drafting, and operating an automobile.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- 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.

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 in an office and field sites with exposure to inclement weather, dirt, and dust.

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Land Acquisition Supervisor**	**Job Code:**	
Title:	**Land Acquisition Manager**	**Overtime:**	**Exempt**
Department:	**Augusta Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Assistant Director – Engineering**	**Job Grade:**	**56**

GENERAL SUMMARY: Conducts property/easement acquisition negotiations with property owners within the guidelines of state and county laws, departmental policies and procedures, and rules and regulations regarding property negotiation procedures. Reports to the Assistant Director or other designated person and works with co-workers, employees, and the public to acquire property/easements for County.

PRINCIPAL DUTIES AND RESPONSIBILITIES

6. Obtains maps, legal descriptions of property, real estate options, deeds, documents, closing agreements, and other legal instruments.
7. Inspects assessed valuations and develops comparative appraisals.
8. Resolves complaints with property owners concerning improvement projects on acquired easements.
9. Researches deeds, titles, ownership's, and surveys.
10. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: BA/BS or equivalent combination of experience and 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 appraisal methods, land surveying, and legal instruments required to effect real property transactions.
- Familiarity with state and county rules and regulations regarding property taxes, appraisals, and acquisition methods and departmental policies and procedures.
- Proficiency in negotiating property acquisitions and reading and interpreting maps, deeds, surveys, blueprints, and construction plans.
- Mastery of basic mathematical calculations, drafting, and operating an automobile.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- 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.

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 in an office and field sites with exposure to inclement weather, dirt, and dust.

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Communications Coordinator I**	**Job Code:**	
Title:	**Communications Coordinator**	**Overtime:**	**Non-Exempt**
Department:	**Information Technology**	**Date Prepared:**	**January 1, 2005**
Reports to:	**Technical Manager I**	**Job Grade:**	**49**

GENERAL SUMMARY: Installs and supports the computer, communications equipment, hardware peripherals and telecommunications systems within the guidelines of technical manuals, the National and Federal Electrician's Code Manuals, County and departmental policies and procedures. Reports to Technical Manager I or other designated person and works with directors, supervisors, elected officials, co-workers, vendors, consultants and other IT professionals to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Relocates and reconnects existing computer and telecommunications systems.
2. Installs, configures, troubleshoots, repairs and maintains computer and telecommunications equipment.
3. Schedules for the repair of computer and telephony equipment covered by warranties and maintenance contracts.
4. Processes all equipment orders and assists with the coordination of all equipment installations and relocations.
5. Performs troubleshooting and problem-solving activities on telephone and computer equipment and maintains necessary documentation.
6. Maintains accurate inventory of users and equipment.
7. Processes the ordering of hardware and applicable software.

REQUIREMENTS

Education/Experience: BA/BS in related occupational field of study and/or 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 and diversified knowledge of telephone switching systems, Key Service Units, Private Branch Exchange telephone switching systems, voice mail systems, intermediate frames, cable distribution systems, networking operations, and documentation.
- Considerable knowledge of LAN technology and concepts, hardware configurations, software, operating systems, manual systems, applications systems, data communications and networking.
- Familiarity with local, state, and federal legal requirements, and County and departmental policies and procedures.
- Proficiency in translating technical specifications to practical applications.
- Proficiency in wiring, cabling, data circuit connections, communications electronics, network management, and data communications protocols.
- Good communications skills, both oral and written.
- Mastery of troubleshooting computers, networks and telephone system problems.
- Demonstrated ability to work with a team or independently.

Other:

- Must have flexible schedule to perform 24-hour on call duty.
- Must possess a valid driver's license.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and frequent lifting of light and heavy objects. Requires high degree of manual dexterity. Work is performed in an office.

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

_____ _____
Employee Date

Augusta-Richmond County
Job Description

Approved Title:	**Project Leader II**	**Job Code:**	
Title:	**Utilities IT Project Leader**	**Overtime:**	**Non-Exempt**
Department:	**Information Technology**	**Date Prepared:**	**July 22, 2004**
Reports to:	**IT Application Manager**	**Job Grade:**	**54**

GENERAL SUMMARY: Supervises, manages, and evaluates the development, design, and implementation of software projects within the guidelines of local, state, and federal laws, County ordinances, County policies and procedures, departmental regulations, and technical manuals. Reports to the IT Application Manager or other designated person and works with directors, supervisors, elected officials, vendors, consultants, outside agencies, and other IT professionals to implement and utilize computer resources.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Create unified data architecture and interoperability of all Utilities programs.
2. Optimize the business processes to identify and correct areas of duplication.
3. Plan and implement training sessions for department employees.
4. Directly supervise all software acquisitions and implementations.
5. Provide interoperability interfaces to help mesh all desktop software programs.
6. Provide common toolkit functionality across multiple desktop programs.
7. Work on maturing AUD standard data collection tools.
8. Build interfaces to parameter estimation tools required by the water and wastewater modeling programs.

REQUIREMENTS

Education/Experience: BA/BS in related occupational field of study and/or 5-7 years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles, concepts, techniques, and fundamentals of information processing, project management, and data communication.
- Familiarity with trends and standards of the data processing industry, local, state, and federal legal regulations and requirements, and County ordinances and departmental/divisional policies and procedures.
- Proficiency in 4th Generation Languages, programming languages, data base managers, organization, and coordination.
- Mastery of written communication, troubleshooting, problem solving, and operating personal computers, printers, and other associated peripherals.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

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

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Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Utilities IT Project Leader**	**Job Code:**	
Title:	**Utilities System Program Manager**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Assistant Director - Engineering**	**Job Grade:**	**55**

GENERAL SUMMARY: Supervises, manages, and evaluates the implementation and usage of electronic technology programs, system modeling and document control as they are deployed and used in the Utilities environment, within the guidelines of local, state, and federal laws, County ordinances, policies and procedures, departmental regulations, and technical manuals. Reports to the Assistant Director or other designated person and works with directors, supervisors, elected officials, vendors, consultants, outside agencies, and other technology professionals to implement and utilize computer resources.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs overall project management for Utilities-related electronic technology programs, system modeling and document control practices.
2. Analyzes department requirements, coordinates technology usage, and manages and implements processes.
3. Provides follow-up support for information systems.
4. Participates in requirements gathering, design and implementation of troubleshooting, problem solving, testing methodology, and conversion programs in conjunction with the Augusta IT Department.
5. Review and supervise data architecture for entire department.
6. Act as liaison with Augusta IT Department to coordinate all efforts to maximize effectiveness of systems.
7. Designs, develops, and supports user and system documentation.

REQUIREMENTS

Education: BA/BS in related occupational field of study
Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities with a minimum of two (2) years of supervisory experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles, concepts, techniques, and fundamentals of information processing, project management, and data communication.
- Familiarity with trends and standards of the data processing industry, local, state, and federal legal regulations and requirements, and County ordinances and departmental/divisional policies and procedures.
- Proficiency in data base management, organization, and coordination.
- Mastery of written communication, troubleshooting, problem solving, personal computers, printers, and associated peripherals.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

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

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**EDMS Technician**	**Job Code:**	
Title:	**EDMS Technician**	**Overtime:**	**Non-exempt**
Department:	**Utilities Department**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Utilities System Program Manager**	**Job Grade:**	**44**

GENERAL SUMMARY: Will compile, categorize, scan, check, correct, and input data into the Electronic Data Management System (EDMS). The data will include, but not be limited to, current and past projects with drawings and all pertinent correspondence and project information. Will develop and maintain accurate record drawing file system and drawing archives with input from department personnel. Reports to Utilities System Program Manager or other designated person and works with office mangers, engineers, administrative assistants, and other department personnel, to ensure data is categorized and stored properly for easy retrieval. Will need good organizational skills, ability to handle large amounts of hard copy data, good computer skills, supervisory skills, and the ability to work independently as well as with others.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Scans and inputs checked and corrected data into the Electronic Data Management System.
2. Develop and maintain file systems and archives.
3. Manipulate large amounts of data in a computer environment with emphasis on accuracy, as well as large amounts of hard copy data.
4. Organize data into workable format.
5. Provide assistance to department director and assistant directors, engineers, and other office personnel.
6. Provide feedback to Information Technology (IT) personnel regarding EDMS solution.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of operating personal computer and managing large amounts of data.
- Considerable knowledge of filing practices and procedures.
- General knowledge of engineering terms and engineering practices.
- Mastery of organizational skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently as well as with others.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County

Job Description

Approved Title:	**GIS Specialist II**	**Job Code:**	
Title:	**GIS Specialist II**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Utilities System Program Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Assist in creation of geospatial datasets for the maintenance of Utilities data and mapping operations and integration utilizing GIS, GPS, CMMS, AutoCAD and other computerized information systems. Collect field information on paper and electronic formats. Understand geospatial data terminology and formats. Coordinates work within the guidelines for GIS established by the Augusta Information Technology (IT) Department. Reports to the Utilities System Program Manager or other designated person, work with engineers, inspectors, and other utilities personnel to develop GIS data.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates GIS activities within the Utilities Department and enters Utilities Department-related GIS and GPS data into Augusta's GIS database. Good computer skills.
2. Prepares standard templates, layers, and maps used in presentations and data distribution channels.
3. Assists in determining data, manpower, and time required to complete projects as they arise.
4. Evaluates and reports project status to management. Prepare maps for public Interface.
5. Works closely with the CMMS Managers and the Augusta IT Department GIS Group to develop and maintain information on new and existing programs to meet department needs.
6. Ensures that data meets current and future AUD planning needs and State and Federal standards.
7. Integrate water, wastewater, and rainfall data into a variety of formats for use in planning and analysis.

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.
Experience: 0-3 years experience to perform principal duties and responsibilities.
Knowledge/Skills/Abilities:

- Mastery of GIS/GPS technology, system applications, troubleshooting, problem solving, training, organization, and operations.
- Knowledge of technology principles, concepts, techniques, and fundamentals of information processing.
- Familiarity with local, state, and federal legal requirements and City and departmental policies and procedures.
- Proficiency in database integration, report generation tools, interpersonal relations, general business principles, and adaptability to change.
- Ability to work with and explain technical concepts to personnel.
- Good math, science, communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

_____ _____
Employee Date

Augusta-Richmond County

Job Description

Approved Title:	**GIS Specialist I**	**Job Code:**	
Title:	**GIS Specialist I**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Utilities System Program Manager**	**Job Grade:**	**49**

GENERAL SUMMARY: Assist in creation of geospatial datasets for the maintenance of Utilities data and mapping operations and integration utilizing GIS, GPS, CMMS, AutoCAD and other computerized information systems. Collect field information on paper and electronic formats. Understand geospatial data terminology and formats. Coordinates work within the guidelines for GIS established by the Augusta Information Technology (IT) Department. Reports to the Utilities System Program Manager or other designated person, work with engineers, inspectors, and other utilities personnel to develop GIS data.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates GIS activities within the Utilities Department and enters Utilities Department-related GIS and GPS data into Augusta's GIS database. Good computer skills.
2. Prepares standard templates, layers, and maps used in presentations and data distribution channels.
3. Assists in determining data, manpower, and time required to complete projects as they arise.
4. Evaluates and reports project status to management. Prepare maps for public Interface.
5. Works closely with the CMMS Managers and the Augusta IT Department GIS Group to develop and maintain information on new and existing programs to meet department needs.
6. Ensures that data meets current and future AUD planning needs and State and Federal standards.
7. Integrate water, wastewater, and rainfall data into a variety of formats for use in planning and analysis.

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.
Experience: 3+ years experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.
Knowledge/Skills/Abilities:

- Mastery of GIS/GPS technology, system applications, troubleshooting, problem solving, training, organization, and operations.
- Knowledge of technology principles, concepts, techniques, and fundamentals of information processing.
- Familiarity with local, state, and federal legal requirements and City and departmental policies and procedures.
- Proficiency in database integration, report generation tools, interpersonal relations, general business principles, and adaptability to change.
- Ability to work with and explain technical concepts to personnel.
- Good math, science, communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

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Human Resources	Date
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Line or Staff Management	Date
_____	_____
Employee	Date

Augusta-Richmond County

Job Description

Approved Title:	**GIS Analyst I**	**Job Code:**	
Title:	**GIS Analyst I**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Utilities System Program Manager**	**Job Grade:**	**52**

GENERAL SUMMARY: Assist in creation of geospatial datasets for the maintenance of Utilities data and mapping operations and integration utilizing GIS, GPS, CMMS, AutoCAD and other computerized information systems. Collect field information on paper and electronic formats. Understand geospatial data terminology and formats. Coordinates work within the guidelines for GIS established by the Augusta Information Technology (IT) Department. Reports to the Utilities System Program Manager or other designated person, work with engineers, inspectors, and other utilities personnel to develop GIS data.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates GIS activities within the Utilities Department and enters Utilities Department-related GIS and GPS data into Augusta's GIS database. Good computer skills.
2. Prepares standard templates, layers, and maps used in presentations and data distribution channels.
3. Assists in determining data, manpower, and time required to complete projects as they arise.
4. Evaluates and reports project status to management. Prepare maps for public Interface.
5. Works closely with the CMMS Managers and the Augusta IT Department GIS Group to develop and maintain information on new and existing programs to meet department needs.
6. Ensures that data meets current and future AUD planning needs and State and Federal standards.
7. Integrate water, wastewater, and rainfall data into a variety of formats for use in planning and analysis.
8. Manages work effort of GIS Specialist I, II and EMDS Technician.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
Experience: 4 years experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.
Knowledge/Skills/Abilities:

- Mastery of GIS/GPS technology, system applications, troubleshooting, problem solving, training, organization, and operations.
- Knowledge of technology principles, concepts, techniques, and fundamentals of information processing.
- Familiarity with local, state, and federal legal requirements and City and departmental policies and procedures.
- Proficiency in database integration, report generation tools, interpersonal relations, general business principles, and adaptability to change.
- Ability to work with and explain technical concepts to personnel.
- Good math, science, communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

_____ _____
Employee Date

Augusta-Richmond County
Job Description

Approved Title:	**CMMS Manager**	**Job Code:**	
Title:	**CMMS Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Utilities IT Project Leader**	**Job Grade:**	**54**

GENERAL SUMMARY: Provides engineering and technical support for wastewater collection system operation and maintenance. Responsible for management of computerized maintenance management system, system hydraulic models, and maintenance of GIS maps. Reports to the Utilities IT Project Leader or other designated person. Coordinates with Construction and Maintenance Division to accomplish preventive maintenance of the system.

PRINCIPAL DUTIES AND RESPONSIBILITIES

7. Data entry and conversion.
8. Coordinates with Augusta-Richmond County GIS Manager for continued integration of the GIS with the CMMS.
9. Coordinates with other Department personnel that have access to the CMMS.
10. Maintains accurate water and sanitary sewer information.
11. Attends meeting.
12. Serves as a resource to other division within the Department.

REQUIREMENTS

Education: BA/BS in Civil or Environmental Engineering desirable but not required.
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 computers and maintenance management software.
- Familiarity with departmental policies and procedures.
- Mastery of record keeping.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 other locations with exposure to inclement weather, dirt, 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:	**Accountant III**	**Job Code:**	
Title:	**Utilities Accountant III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**May 19, 2000**
Reports to:	**Accounting Manager**	**Job Grade:**	**44**

GENERAL SUMMARY: Assists in processing and verifying financial transactions, monitors accounts, and performs other general accounting duties as directed within accepted accounting and bookkeeping practices and county and departmental policies. Reports to Accounting Manager and works with co-workers, auditors, vendors, and public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and enters journal entries to integrate the accounts receivable/billing system into the general ledger, and reconciles the general ledger to the accounts receivable billing system monthly.
2. Prepares monthly financial reports for operating fund.
3. Assists with the preparation of the annual budget and with the monthly analysis of budget to actual expenditures.
4. Documents budget adjustments, prepares budget adjustment requests for approval of Accounting Manager, and ensures that budget adjustments are entered into the general ledger system.
5. Assists external auditors and co-workers with additional accounting duties as directed.
6. Maintain fixed asset records in Augusta-Richmond County's computerized financial system.
7. Performs month-end and year-end process of the accounts receivable billing system.
8. Tracks consumption and other various data information for management.
9. Requests and tracks orders with Fleet, Information Technology, and other county departments.
10. May be required to perform selected duties as described by Accountant I or Accountant II.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
Experience: 0-2 years in similar position, usually associated with completion of apprenticeship/internship.
Knowledge/Skills/Abilities:

- Considerable knowledge of accounting and bookkeeping.
- Familiarity with computerized financial and accounting systems, including spreadsheet applications; generally accepted accounting principals; relevant federal, state, and local laws, and count and departmental policies and procedures.
- Proficiency in use of computers, standard business application software, and other office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Demonstrate progressive improvement in accounting skills
- Maintain excellent work record

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking and occasional lifting of light objects. Work is performed in an office, with exception to inventory visits and asset verification.

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:	**Accountant II**	**Job Code:**	
Title:	**Utilities Accountant II**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Accounting Manager**	**Job Grade:**	**46**

GENERAL SUMMARY: Monitors internal control procedures, evaluates the use of assets within the Utilities department, assists in processing and verifying financial transactions, monitors accounts, and performs other general accounting duties as directed within generally accepted accounting principals and county and departmental policies. Reports to the Accounting Manager and works with co-workers, auditors, vendors, and public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Prepares project reports and other financial activity reports as directed by the Accounting Manager.
2. Assists with the preparation of the annual budget and with the monthly analysis of budget to actual expenditures.
3. Performs special reviews and investigations at the request of the Finance Director.
4. Ensures the security of assets and that the use of these assets is conducted in accordance with established policy.
5. Reviews established policies and procedures for possible revision and updating with respect to internal control and prepares internal control review report.
6. Assists external auditors and co-workers with additional accounting duties as directed.
7. May perform selected duties of the Accountant I in his/her absence within the confines of internal control procedures.
8. Maintain all bond activity to include tracking payments and requesting monthly reimbursements.
9. Reconcile all bond bank statements and ensuring cash is recorded correctly on general ledger.
10. Document budget adjustments, prepares budget adjustment requests for approval of the Accounting Manager, and ensures that budget adjustments are entered into the general ledger system.
11. Responsible for maintaining all job ledger activity; ensuring the job ledger reconciles to the various bond and renewal and extension project reports.
12. Assist Accountant I with creating and running database reports for management.
13. Maintain fixed asset records for bond projects in Augusta-Richmond County's computerized financial system.
14. May be required to perform selected duties as described by the Accountant I.

REQUIREMENTS:

Education: BA/BS in a course of study related to occupational field.
Experience: 2+ years in similar position, usually associated with the completion of apprenticeship/internship.
Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of Generally Accepted Accounting Principals, finance, risk management, and Generally Accepted Auditing Standards.
- Familiarity with computerized financial and accounting systems; relevant federal, state and local laws; county policies, procedures, governmental accounting, and financial management.
- Proficiency in principles and practices of budgeting, record retention, supervision, analysis, problem solving, and interpersonal relations.
- Mastery in using personal computers and standard software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Demonstrate progressive improvement in accounting skills.
- Maintain excellent work record

Other:

- May supervise and/or train subordinate accountant personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking and occasional lifting of light objects. Work is performed in an office, with exception to inventory visits and asset verification.

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Accountant I**	**Job Code:**	
Title:	**Utilities Accountant I**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**July 22, 2004**
Reports to:	**Accounting Manager**	**Job Grade:**	**47**

GENERAL SUMMARY: Monitors internal control procedures, evaluates the use of assets within the Utilities department, supervises processing and verifying of financial transactions, monitors accounts, and supervises other general accounting duties as directed within generally accepted accounting principals and county and departmental policies. Reports to the Accounting Manager and works with co-workers, auditors, vendors, and public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Reviews journal entries to integrate the accounts receivable/billing system into the general ledger, and reviews reconciliation of the general ledger to the accounts receivable/billing system monthly.
2. Analyzes reports, assists in preparing monthly financial reports, and is responsible for ensuring that financial policies, such as billing and collection, are adhered to by reviewing and monitoring accounts.
3. Supervises monthly and annual financial reporting.
4. Assists with the preparation of the annual budget and with the monthly analysis of budget to actual expenditures.
5. Performs special reviews and investigations at the request of the Accounting Manager and AD of Finance & Admin.
6. Reviews established policies and procedures for possible revision and updating with respect to internal control and prepares internal control review report.
7. Assists external auditors and co-workers with additional accounting duties as directed.
8. May perform selected duties of the Accounting Manager in his/her absence within the confines of internal control procedures.
9. Assists Accounting Manager with creating and running database reports for management.
10. Assists Accounting Manager with the cost accounting system for Fort Gordon contract.
11. Responsible for maintaining and tracking expenses from the Renewal and Extension fund and Utilities designated SPLOST funds.
12. Supervises and directs work activity of all subordinate personnel as directed by the Accounting Manager.

REQUIREMENTS:

Education: BA/BS in a course of study related to occupational field.

Experience: 4+ years in similar position, usually associated with the completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of Generally Accepted Accounting Principals, finance, risk management, and Generally Accepted Auditing Standards.
- Familiarity with computerized financial and accounting systems; relevant federal, state and local laws; county policies, procedures, governmental accounting, and financial management.
- Proficiency in principles and practices of budgeting, record retention, supervision, analysis, problem solving, and interpersonal relations.
- Mastery in using personal computers and standard software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Maintain excellent work record
- Demonstrate progressive improvement in accounting skills
- Demonstrate progressive improvement in supervisory skills

Other:

- May supervise and/or train subordinate accountant personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking and occasional lifting of light objects. Work is performed in an office, with exception to inventory visits and asset verification.

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Accounting Manager**	**Job Code:**	
Title:	**Utilities Accounting Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 10, 2007**
Reports to:	**Assistant Director Finance and Administration**	**Job Grade:**	**52**

GENERAL SUMMARY: Monitors internal control procedures, evaluates the use of assets within the Utilities department, supervises processing and verifying of financial transactions, monitors accounts, and supervises other general accounting duties as directed within generally accepted accounting principals and county and departmental policies. Reports to the Assistant Director Finance and Administration and works with co-workers, auditors, vendors, and public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Approves journal entries to integrate the accounts receivable/billing system into the general ledger, and reviews reconciliation of the general ledger to the accounts receivable/billing system monthly.
2. Analyzes reports, assists in preparing monthly financial reports, and is responsible for ensuring that financial policies, such as billing and collection, are adhered to by reviewing and monitoring accounts.
3. Supervises Accountant I
4. Supervises monthly and annual financial reporting.
5. Supervises the preparation of the annual budget and with the monthly analysis of budget to actual expenditures.
6. Approves budget adjustments for all Utilities funds
7. Performs special reviews and investigations at the request of the AD of Finance & Admin.
8. Reviews established policies and procedures for possible revision and updating with respect to internal control and prepares internal control review report.
9. Supervises the preparation of the annual audit.
10. Assists external auditors and co-workers with additional accounting duties as directed.
11. May perform selected duties of the AD of Finance & Admin in his/her absence within the confines of internal control procedures.
12. Responsible for creating and running database reports for management.
13. Initiates, supervises and monitors the cost accounting system and billing for Fort Gordon contract.
14. Responsible for annual evaluations for all subordinate personnel.

REQUIREMENTS:

Education: BA/BS in a course of study related to occupational field.
Experience: 6+ years in similar position, usually associated with the completion of apprenticeship/internship.
Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of Generally Accepted Accounting Principals, finance, risk management, and Generally Accepted Auditing Standards.
- Familiarity with computerized financial and accounting systems; relevant federal, state and local laws; county policies, procedures, governmental accounting, and financial management.
- Proficiency in principles and practices of budgeting, record retention, supervision, analysis, problem solving, and interpersonal relations.
- Mastery in using personal computers and standard software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Maintain excellent work record
- Demonstrate progressive improvement in accounting skills
- Demonstrate progressive improvement in supervisory skills

Other:

- May supervise and/or train subordinate accountant personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking and occasional lifting of light objects. Work is performed in an office, with exception to inventory visits and asset verification.

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:	**Utility Worker II**	**Old Job Code:**	
Title:	**Utility Worker II**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 12, 2007**
Reports to:	**Warehouse Supervisor**	**Job Grade:**	**38**

GENERAL SUMMARY: Assists warehouse staff with stock supplies, distribution and maintenance of warehouse buildings and grounds. Cleans and maintains the administrative offices and grounds within the guidelines of supervisory instructions and Augusta-Richmond County and department rules and procedures. Reports to the Administrative Services Manger/Warehouse Supervisor or other designated person.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists in warehouse stock receipt, setup and distribution.
2. Assists in stockroom housekeeping and organization.
3. Performs as Warehouse Representative when Warehouse Tech or Supervisor is absent.
4. Performs minor building and grounds maintenance.
5. Assists in general cleaning and upkeep of office and warehouse spaces.
6. Moves office equipment and furniture as needed.
7. Operates vehicles and equipment as needed.
8. Operates machinery and tools as needed.
9. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 2 + 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 warehouse procedures, stock receipt and distribution.**
- Considerable knowledge of cleaning methods, materials and equipment and groundskeeping methods and techniques.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and routine building repairs.
- Mastery of using standard tools, power tools, and operating machinery.
- Familiarity with county and department policies and procedures.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 indoors and outdoors with exposure to chemicals, noise, 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:	**Accounting Technician II**	**Job Code:**	
Title:	**Accounting Technician II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 12, 2007**
Reports to:	**Administrative Services Mgr.**	**Job Grade:**	**42**

GENERAL SUMMARY: Assists and monitors departmental expenditures within the guidelines of supervisory instructions, generally accepted accounting practices, departmental policies and procedures, and standard budgetary practices. Reports to the Admin. Serv. Manager or other designated person and works with co-workers, directors, auditors, and vendors to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Reviews charges posted to expenditure accounts.
2. Performs initial cut of expenditure requests based on budgetary guidelines.
3. Assists in verification of receipts, invoices and purchase orders.
4. Assists in reconciliation of schedules, bank statements, and fixed assets.
5. Assists in preparing of financial statements.
6. Assists with purchase requisitions and purchase orders.
7. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
Experience: 3-5 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 review and analysis procedures, financial system operations and local government accounting, and generally accepted accounting practices.
- Familiarity with federal, state and local laws and county policies and procedures.
- Proficiency in planning, organizing, and establishing priorities, report preparation, and interpersonal relations.
- Mastery of performing mathematical calculations and operating computer-based software.
- 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:	**Accounting Technician I**	**Job Code:**	
Title:	**Accounting Technician I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 11, 2007**
Reports to:	**Administrative Services Mgr.**	**Job Grade:**	**43**

GENERAL SUMMARY: Assists and monitors departmental expenditures within the guidelines of supervisory instructions, generally accepted accounting practices, departmental policies and procedures, and standard budgetary practices. Reports to the Admin. Serv. Manager or other designated person and works with co-workers, directors, auditors, and vendors to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Reviews charges posted to expenditure accounts.
2. Performs initial cut of expenditure requests based on budgetary guidelines.
3. Assists in reconciliation of schedules, bank statements, and fixed assets.
4. Assists in preparing of financial statements.
5. Assists with daily purchase requisitions and purchase orders.
6. Oversees the requisition and purchase orders process in accordance with county policy.
7. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
Experience: 4-7 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 review and analysis procedures, financial system operations and local government accounting, and generally accepted accounting practices.
- Familiarity with federal, state and local laws and county policies and procedures.
- Proficiency in planning, organizing, and establishing priorities, report preparation, and interpersonal relations.
- Mastery of performing mathematical calculations and operating computer-based software.
- Excellent interpersonal skills.
- 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

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Data Entry Clerk**	**Job Code:**	
Title:	**Records Clerk**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Administrative Services Manager**	**Job Grade:**	**39**

GENERAL SUMMARY: Electronic input of information to record verify a variety of standard and/or complex coded and uncoded data into a computer and provide 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 invoices, 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 including inventory assistance.
9. Assist subordinate personnel with regard to software data issues.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 0-3 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 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

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Warehouse Technician III**		**Job Code:**
Title:	**Warehouse Technician III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 12, 2007**
Reports to:	**Warehouse Supervisor**	**Job Grade:**	**40**

GENERAL SUMMARY: Maintains the inventory of equipment, supplies, materials, and records of materials received and used within the guidelines of departmental policies and procedures and standard warehouse practices. Reports to Warehouse Supervisor or other designated person and works with vendors, co-workers, salespeople, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists with writing specifications on all material maintained at warehouse and locates materials as needed.
2. Assists with processing of work orders, requisitions and obtaining price quotations.
3. Monitors inventory of materials and equipment on construction and maintenance trucks and in warehouse daily and with annual cycle counting inventory processes.
4. Meets with salespersons, evaluates products, and advises management of new products and their applications.
5. Enters stock information into computer, prepares inventory reports, and checks incoming shipments.
6. Checks equipment in and out, delivers parts and supplies to work sites, and picks up parts form vendors.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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 warehouse inventory, equipment and parts utilized in water and sewer repair, inventory and storekeeping procedures, and standard methods and practices of warehouse or storeroom operations.
- Familiarity with departmental policies governing warehouse and procurement operations.
- Proficiency in data entry and storing and inventorying supplies and equipment.
- Mastery of using adding machines, calculators, computers and performing basic math.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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 a warehouse and outdoors with exposure to noise, chemicals, 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:	**Warehouse Technician II**	**Job Code:**	
Title:	**Warehouse Technician II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 15, 2007**
Reports to:	**Warehouse Supervisor**	**Job Grade:**	**42**

GENERAL SUMMARY: Maintains the inventory of equipment, supplies, materials, and records of materials received and used within the guidelines of departmental policies and procedures and standard warehouse practices. Reports to Warehouse Supervisor or other designated person and works with vendors, co-workers, salespeople, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Writes specifications on all material maintained at warehouse and researches specifications and locates materials for emergency supplies.
2. Processes work orders, prepares bids and obtains price quotations.
3. Monitors inventory of materials and equipment on construction and maintenance trucks and in warehouse daily and with annual cycle counting inventory processes.
4. Meets with salespersons, evaluates products, and advises management of new products and their applications.
5. Enters stock information into computer, prepares inventory reports, and checks incoming shipments.
6. Checks equipment in and out, delivers parts and supplies to work sites, and picks up parts form vendors.
7. Assists in management and planning of warehouse supplies through computer processes and inventory analysis procedures.
8. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3 to 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 warehouse inventory, equipment and parts utilized in water and sewer repair, inventory and storekeeping procedures, and standard methods and practices of warehouse or storeroom operations.
- Familiarity with departmental policies governing warehouse and procurement operations.
- Proficiency in data entry and storing and inventorying supplies and equipment.
- Mastery of using adding machines, calculators, computers and performing basic math.
- Good communication skills, both oral and written.
- Demonstrated ability of utilities parts and services knowledge and warehouse procedures.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Demonstrated record of dependability.
- 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, 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 a warehouse and outdoors with exposure to noise, chemicals, 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:	**Warehouse Technician I**	**Job Code:**	
Title:	**Warehouse Technician I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 15, 2007**
Reports to:	**Warehouse Supervisor**	**Job Grade:**	**42**

GENERAL SUMMARY: Maintains the inventory of equipment, supplies, materials, and records of materials received and used within the guidelines of departmental policies and procedures and standard warehouse practices. Reports to Warehouse Supervisor or other designated person and works with vendors, co-workers, salespeople, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Writes specifications and researches warehouse supplies specifications and locates materials for emergency needs.
2. Processes work orders, prepares bids and obtains price quotations.
3. Monitors inventory of materials and equipment on construction and maintenance trucks and in warehouse daily and with annual cycle counting inventory processes.
4. Meets with salespersons, evaluates products, and advises management of new products and their applications.
5. Enters stock information into computer, prepares inventory reports, and checks incoming shipments.
6. Checks equipment in and out, delivers parts and supplies to work sites, and picks up parts form vendors.
7. Assists in management and planning of warehouse supplies through computer processes and inventory analysis procedures.
8. Assists with work order entry and assessment.
9. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 6+ 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 warehouse inventory, equipment and parts utilized in water and sewer repair, inventory and storekeeping procedures, and standard methods and practices of warehouse or storeroom operations.
- Familiarity with departmental policies governing warehouse and procurement operations.
- Proficiency in data entry and storing and inventorying supplies and equipment.
- Mastery of using adding machines, calculators, computers and performing basic math.
- Good communication skills, both oral and written.
- Demonstrated ability of utilities parts and services knowledge and warehouse procedures.
- Familiarity with inventory processes.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- 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, 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 a warehouse and outdoors with exposure to noise, chemicals, 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:	**Asst. Administrative Services Manager**	**Job Code:**	
Title:	**Warehouse Supervisor**	**Over Time:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 11, 2007**
Reports to:	**Administrative Services Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: This position is responsible for supervision of the operation of the Warehouses for the Utilities Department with technical and specialized items. The Warehouse Supervisor is responsible for the receipt, inspection, custody, and distribution of inventory, maintenance of the computerized inventory record system and the requisitioning and accountability of stock replenishments. Supervision is exercised over warehouse technicians.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains accurate records for periodic review by auditors.
2. Monitors and controls expenditures.
3. Coordinates implementation of new systems, policies, and procedures.
4. Responsible for the preparation and administration of the annual budget and bids for the warehouse.
5. Compiles monthly and annual performance and activity reports.
6. Establishes procedures for inventory control, warehousing, storeroom, and supply delivery operations.
7. Serves as resource for subordinate personnel.
8. Conducts studies of warehouse methods and procedures and recommends changes.
9. Reviews and participates in required inventory of stock and establishes stock level.
10. Demonstrates continuous effort to improve operations, streamline work processes, work procedures, and works cooperatively and jointly with other Departments.
11. Compose budget request that reflect section needs.
12. Prepares and supplies management with computerized inventory and financial reports.
13. Supervises, instructs, and trains employees in the use of a computerized inventory system.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 10 + years in warehousing, stores, and stores records activities including two years of supervisory experience, similar position or sufficient experience to perform principal duties and responsibilities,
Knowledge/Skills/Abilities:

- Storekeeping and warehousing methods and pratices.
- Purchasing methods and procedures including buying, inspections and shipping methods.
- Principles of personnel management and supervision.
- Perform a broad range of supervisory responsibility over others.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Work cooperatively with other Department employees, vendors and the public.
- Observe, compare, or monitor data, such as excess amounts and turnover rates, to determine compliance with prescribed operating standards.

Other:

- May supervise and/or train designated subordinate department personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Administrative Service Manager**	**Job Code:**	
Title:	**Administrative Service Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 15, 2007**
Reports to:	**Assistant Director- Finance & Admin**	**Job Grade:**	**54**

GENERAL SUMMARY: Manages, plans, and organizes the Administrative Services Division within the guidelines of department policies and procedures, accounting principles, and accepted management practices. Reports to the Assistant Director or other designated person and works with co-workers, auditors, employees, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Hires, trains, supervises, counsels, and evaluates designated personnel and serves as a resource to subordinates.
2. Develops and implements operating policies and procedures, long- and short-range plans, and the budget.
3. Reviews budget reports, requisitions and departmental bids.
4. Prepares statistical reports, surveys, and specifications for purchases.
5. Evaluation and implementation of upgraded inventory processes and procedures as needed.
6. Establishes and maintains archive of department records.
7. Administers work order processing

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 5-7 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 accounting principles and procedures, record-keeping, and budgeting.
- Familiarity with rules, regulations, and procedures of the Utilities Department and the operations of other departments.
- Working Knowledge of work order processing system.
- Proficiency in management, supervision, and interpersonal communication.
- Mastery of operating standard office equipment, and computer skills.
- Familiarity with inventory processes and customer service related policies and procedures.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

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:	**Secretary I**	**Job Code:**	
Title:	**Secretary I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Admin Manager/Superintendent**	**Job Grade:**	**39**

GENERAL SUMMARY: Establishes utility services and provides information within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Administrative Manager or other designated person and works with co-workers, the public, and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and inputs utility contract data into the computer.
2. Processes disconnections, service transfers, and reconnections.
3. Provides account information, resolves problems, and accepts complaints.
4. Maintains contract and reconnection files.
5. Opens and sorts mail.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 0-3 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 proper utility contract 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: **Administrative Assistant III**
Title: **Administrative Coordinator**
Department: **Utilities**
Reports to: **Admin Manager/Superintendent**

Old Job Code:
Overtime: Non-exempt
Date Prepared: October 25, 2007
Job Grade: 42

GENERAL SUMMARY: Provides administrative and secretarial support within the guidelines of departmental and local government regulations. Reports to Admin Manager/Superintendent or other designated person and works with employees, the public, utility companies, engineers, developers, and realtors to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Serves as liaison between departments, administration, and the public, and serves as a resource to subordinate personnel.
2. Prepares division time cards
3. Attends meetings and prepares and distributes minutes of the same.
4. Coordinates and maintains filing system and personnel files.
5. Coordinates support staff, monitors and maintains department timecards, timesheets, and enters payroll in computer.
6. Assists in budget preparation and special projects.
7. Performs duties of the Administrative Assistant II in his/her absence

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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 modern office procedures and practices, payroll procedures, computers, and word processing and spreadsheet software.
- Familiarity with local government policies and department operations.
- Proficiency in supervising others, setting up and maintaining files, and interpersonal relations.
- Mastery of operating standard office equipment, a computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Progressive improvement in administrative skills

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light and heavy 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: **Administrative Assistant II**
Title: **Administrative Assistant II**
Department: **Utilities**
Reports to: **Admin Manager/Superintendent**

Old Job Code:
Overtime: Non-exempt
Date Prepared: October 25, 2007
Job Grade: 43

GENERAL SUMMARY: Provides administrative and secretarial support within the guidelines of departmental and local government regulations. Reports to the Admin Manager/Superintendent other designated person and works with employees, the public, utility companies, engineers, developers, and realtors to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Serves as liaison between departments, administration, and the public, and serves as a resource to subordinate personnel.
2. Prepares division time cards
3. Attends meetings, prepares, and distributes minutes of the same.
4. Coordinates and maintains filing system and personnel files.
5. Coordinates support staff, monitors and maintains department timecards, timesheets, and enters payroll in computer.
6. Assists in budget preparation and special projects.
7. Performs duties of Administrative Assistant I in his/her absence

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 6+ 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 practices, payroll procedures, computers, and word processing and spreadsheet software.
- Familiarity with local government policies and department operations.
- Proficiency in supervising others, setting up and maintaining files, and interpersonal relations.
- Mastery of operating standard office equipment, a computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Progressive improvement in administrative skills

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Administrative Assistant I**	**Job Code:**	
Title:	**Administrative Assistant I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Admin Manager/Superintendent**	**Job Grade:**	**44**

GENERAL SUMMARY: Provides administrative and secretarial support within the guidelines of departmental and local government regulations. Reports to the Admin Manager/Superintendent or other designated person and works with employees, the public, utility companies, engineers, developers, and realtors to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Serves as liaison between departments, administration, and the public, and serves as a resource to subordinate personnel.
2. Prepares division time cards
3. Processes water and sewer tap sells.
4. Prepares documentation on water and sewer information.
5. Attends meetings and prepares and distributes minutes of the same.
6. Coordinates and maintains filing system and personnel files.
7. Coordinates support staff, monitors and maintains department timecards, timesheets, and enters payroll in computer.
8. Assists in budget preparation and special projects.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 10+ 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 practices, payroll procedures, computers, and word processing and spreadsheet software.
- Familiarity with local government policies and department operations.
- Proficiency in supervising others, setting up and maintaining files, and interpersonal relations.
- Mastery of operating standard office equipment, a computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Progressive improvement in administration skills

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light and heavy 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:	**Administrative Manager**	**Job Code:**	
Title:	**Administrative Manager**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Director**	**Job Grade:**	**50**

GENERAL SUMMARY: Manages, plans, and organizes the administrative support of the department within the guidelines of department policies and procedures, accounting principles, and accepted management practices. Manages payroll and Human Resources documents and other related material for Utilities Department. Reports to the Director and works with co-workers, auditors, employees, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Hires, trains, supervises, counsels, and evaluates designated personnel and serves as a resource to subordinates.
2. Develops and implements operating policies and procedures, long- and short-range plans.
3. Reviews budget reports.
4. Responsible for department payroll input.
5. Responsible for department personnel files.
6. Responsible for Human Resources correspondence for department
7. Prepares statistical reports, surveys, as requested by the Director.
8. Establishes and maintains archive of administrative records.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 10 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 accounting principles and procedures, record-keeping, and budgeting.
- Supervisory skills
- Familiarity with rules, regulations, and procedures of the Utilities Department and the operations of other departments.
- Proficiency in management, supervision, and interpersonal communication.
- Mastery of operating standard office equipment, and a computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Has shown progressive improvement in administrative skills

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

_____ _____
Line or Staff Management Date

Augusta-Richmond County

Job Description

Approved Title:	**Safety & Training Coordinator**	**Job Code:**	
Title:	**Safety & Training Coordinator**	**Overtime:**	**Exempt**
Department:	**Augusta Utilities**	**Date Prepared:**	**December 2004**
Reports to:	**Safety Program Manager**	**Job Grade:**	**48**

GENERAL SUMMARY: Coordinates training and internal and external communications for Augusta Administration within the guidelines of federal, state and local laws, and departmental policies and standards. Reports to the Safety Program Manager and assists with overall safety within the operations of Utilities. Locates and corrects hazards that may become liabilities. Assists in properly training employees on equipment operation and work processes to include PPE use, causes of loss and prevention methods. Implements corrective measures to reduce and/or eliminate potential losses.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs various administrative tasks, including writing correspondence, maintaining records, compiling and analyzing data, and conducting research.
2. Implementation and monitoring of Safety Program in Utilities Department for compliance with the policies of the Safety /Risk Management Manual.
3. Conducts technical and general inspections of: vehicles, facilities, mechanical equipment and work processes, of all sections/branches of the department to identify shortfalls and make written recommendations to reduce risk or loss potential.
4. Trains department employees on operator responsibilities for inspecting vehicles and equipment; follows up for compliance.
5. Assists in the enforcement of policies, compliance with Federal, State and local regulations pertaining to safety through observations and inspections, makes on the spot corrections, as appropriate and prepares written reports and recommendations for corrective action(s).
6. Work with Director and AD's to help communicate management goals and mission to all employees.
7. Performs other related duties as assigned by the Safety Officer.
8. Conducts safety training and/or coordinates special training as required. Coordinates this with Human Resources Department

REQUIREMENTS

Education: BA/BS in a related occupational field of study or equivalent combination of education and experience.
Experience: 2-4 in similar position or sufficient experience to perform principal duties and responsibilities of the position.
Knowledge/Skills/Abilities:

- Knowledge of principles of safe operations of combustion engines, construction equipment, mechanical equipment and work processes associated with their use.
- General knowledge of systems operations in a variety of areas in order to recognize hazards.
- Knowledge of relevant federal, state, and local laws, ordinances and policies applicable to department operations.
- Knowledge of effective training techniques.
- Good communication skills, both oral and written.
- Skill in observation, detection, investigation and prevention of occupational health/safety hazards.
- Ability to work independently

Other:

- A valid drivers license is required.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and climbing ladders. Work is performed in an office and outdoors with exposure to inclement weather, extreme temperatures, dirt, dust, grease, solvents machinery and moving parts, contagious or infectious diseases, and irritating chemicals 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:	**Safety Program Manager**	**Job Code:**	
Title:	**Safety Program Manager**	**Overtime:**	**Non-Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 25, 2007**
Reports to:	**Director**	**Job Grade:**	**52**

GENERAL SUMMARY: Responsible for overall safety within the operations of A-RC Departments. Locates and corrects hazards that may become liabilities. Ensures employees are properly trained on equipment operations and work processes to include PPE use, causes of loss and prevention methods. Implements corrective measures to reduce and/or eliminate potential losses.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. **Implementation and monitoring of Safety Program in Utilities Department for compliance with the policies of the Safety/Risk Management Manual.**
2. **Conducts technical and general inspections of : vehicles, facilities, mechanical equipment and work processes, of all sections/branches of the department to identify shortfalls and make written recommendations to reduce risk or loss potential.**
3. **Trains department employees on operator responsibilities for inspecting vehicles and equipment; follows up for compliance.**
4. **Reviews motor vehicle accidents and on-the-job injuries with the Loss Control Officer and Risk Management Manager of the Human Resources Department and conducts follow-up investigations as needed.**
5. **Assists in the enforcement of policies, compliance with Federal, State and local regulations pertaining to safety through observations and inspections, makes on the spot corrections, as appropriate and prepares written reports and recommendations for corrective action(s).**
6. **Conducts safety training and/or coordinates special training as required. Coordinates this with Human Resources Department**
7. **Serves as a member of the Safety Review Committee**

Requirements

Education: BA/BS in a related occupational field of study or equivalent combination of education and experience.
Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities of the position.
Knowledge/Skills/Abilities:

- Knowledge of principles of safe operations of combustion engines, construction equipment, mechanical equipment and work processes associated with their use.
- General knowledge of systems operations in a variety of areas in order to recognize hazards.
- Knowledge of relevant federal, state and local laws, ordinances and policies applicable to department operations.
- Knowledge of effective training techniques.
- Good communication skills, both oral and written.
- Skill in observation, detection, investigation and prevention of occupational health/safety hazards.
- Ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- A valid drivers license is required.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light objects, and climbing ladders. Work is performed in an office and outdoors with exposure to inclement weather, extreme temperatures, dirt, dust, grease, solvents, machinery and moving parts, contagious or infectious diseases, and irritating chemicals 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:	**Metering Manager**	**Job Code:**	
Title:	**Metering Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Superintendent I**	**Job Grade:**	**54**

GENERAL SUMMARY: Manages and directs the operations of the meter shop and metering program within the guidelines of ordinances of the water and sewer system, Augusta-Richmond County policies and procedures, and accepted departmental practices. Reports to the Superintendent I or other designated person and works with employees, vendors, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, and schedules metering services employees.
2. Develops and maintains meter maintenance, repair and testing program.
3. Plan and monitor meter shop operations
4. Presents reports, makes recommendations, and receives and reviews correspondence.
5. Assists in preparation of annual budget.
6. Responsible for the purchase of supplies and materials needed for all operations within the facility.
7. Summarize and approve all division payrolls within the facility.
8. Updates and monitors meter activity in the CIS and Work Order software systems.
9. Oversees handling of meter maintenance requests.
10. Coordinates special projects as AUD customer service contact.

REQUIREMENTS

Education: Associates degree in related occupational field of study and/or High School diploma, trade school, or equivalent level of education and 13+ years experience.

Experience: 5+ years (13+ years without Associates degree) in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Experience must include extensive supervisory experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervision procedures.
- Familiarity with departmental policies and procedures.
- Proficiency in problem solving, interpersonal communications, and establishing and maintaining effective working relationships.
- Mastery of basic mathematics and CIS and Microsoft Office software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____

Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Customer Service Office Manager**	**Job Code:**	
Title:	**Customer Service Office Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**July 22, 2004**
Reports to:	**Superintendent I**	**Job Grade:**	**54**

GENERAL SUMMARY: Manages and directs the operations of the customer service office within the guidelines of ordinances of the water and sewer system, Augusta-Richmond County policies and procedures, and accepted departmental practices. Reports to the Superintendent I or other designated person and works with employees, vendors, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, and schedules customer service office employees.
2. Conducts orientation of new employees and/or new job assignments.
3. Makes adjustments on accounts and supervises maintenance of accounts.
4. Presents reports, makes recommendations, and receives and reviews correspondence.
5. Assists in preparation of annual budget.
6. Responsible for the purchase of supplies and materials needed for all operations within the facility.
7. Summarizes and approves all division payroll within the facility.
8. Updates and monitors customer activity in the CIS and Work Order software systems.
9. Coordinates special projects as AUD customer service contact.

REQUIREMENTS

Education: Associates degree in related occupational field of study and/or High School diploma, trade school, or equivalent level of education and 13+ years experience.

Experience: 5+ years (13+ years without Associates degree) in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Experience must include extensive supervisory experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervision procedures.
- Familiarity with departmental policies and procedures.
- Proficiency in problem solving, interpersonal communications, and establishing and maintaining effective working relationships.
- Mastery of basic mathematics and CIS and Microsoft Office software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____

Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Customer Service Superintendent I**	**Job Code:**	
Title:	**Customer Service Superintendent**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Assistant Director of Finance & Admin**	**Job Grade:**	**56**

GENERAL SUMMARY: Manages the operation of the Customer Service Division within the guidelines of department policies and procedures, accounting principles, and accepted management practices. Reports to the Asst. Director of Finance & Admin or other designated person and works with co-workers, auditor, employees, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Hire, trains supervise, counsel, and evaluate designated personnel and serves as a resource to subordinates.
2. Develops and implements operating policies and procedures, long- and short-range plans, and the budget.
3. Handles customer complaints or inquires.
4. Prepares statistical reports and surveys.
5. Reviews operation of each section.

REQUIREMENTS

Education: BA/BS in related occupational field of study.

Experience: 8 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 office and clerical procedures, record-keeping, and budgeting.
- Familiarity with rules, regulations, and procedures of the Utilities Department and the operations of other departments.
- Proficiency in management, supervision, and interpersonal communication.
- Mastery of operating standard office equipment and computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

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

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Customer Services Clerk III**	**Job Code:**	
Title:	**Customer Services Clerk III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Customer Service Supervisor**	**Job Grade:**	**40**

GENERAL SUMMARY: Assist customers in person or by telephone. Establishes utility services and provides information within the guidelines of Augusta-Richmond County ordinances and department policies and procedures in an efficient, courteous, and friendly manner. Reports to the Customer Service Supervisor or other designated person and works with co-workers, the public, and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and inputs utility contract data into the computer.
2. Process customers request for new service, termination of service, and transfer of service.
3. Issues work orders to reconnect service for delinquent customers.
4. Maintain new customer contract files.
5. Open and process returned mail.
6. Provide general information to customers.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 0 -2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Knowledge of customer service principles and practices.
- Knowledge and ability to use automated customer information system functions and features to fulfill customer requirements.
- Ability to use standard office equipment, operating a computer with standard office software (Word, Excel, etc.)
- Ability to deal with people in a courteous, tactful and effective manner.
- Ability to solve problems.
- Good communication skills, both oral and written.
- Ability to learn the billing software quickly and efficiently.

Other:

- Does not have lead responsibilities and receives close to moderate supervision.
- May work in a call center environment.

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:	**Customer Services Clerk II**	**Job Code:**	
Title:	**Customer Service Clerk II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Customer Service Supervisor**	**Job Grade:**	**42**

GENERAL SUMMARY: Assist customers in person or by telephone. Establishes utility services and provides information within the guidelines of Augusta-Richmond County ordinances and department policies and procedures in an efficient, courteous, and friendly manner. Reports to the Customer Service Supervisor or other designated person and works with co-workers, the public, and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and inputs utility contract data into the computer.
2. Process customers request for new service, termination of service, and transfer of service.
3. Issues work orders to reconnect service for delinquent customers.
4. Maintain new customer contract files.
5. Open and process returned mail.
6. Provide general information to customers.
7. Provide solutions to complaints in accordance with the policy.
8. Familiarity with the Policy and Procedures regarding Utility services to customers.
9. Ability to fill-in for Senior Customer Service Clerk.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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. Must be capable of training new employees and have the ability to fill in for the Senior CS Clerk.

Knowledge/Skills/Abilities:

- Knowledge of utility service, contract procedures, rate and billing methods.
- Knowledge of customer service principles and practices.
- Knowledge and ability to use automated customer information system functions and features to fulfill customer requirements.
- Ability to use standard office equipment, operating a computer with standard office software (Word, Excel, etc.)
- Ability to deal with people in a courteous, tactful and effective manner.
- Good communication skills, both oral and written.
- Must be progressively proficient in operating the CIS software system.
- Excellent work record

Other:

- May 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

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Senior Services Clerk**	**Job Code:**	
Title:	**Senior Customer Service Clerk**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Customer Service Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: Assist customers in person or by telephone. Establishes utility services and provides information within the guidelines of Augusta-Richmond County ordinances and department policies and procedures in an efficient, courteous, and friendly manner. Reports to the Customer Service Supervisor or other designated person and works with co-workers, the public, and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and inputs utility contract data into the computer.
2. Process customers request for new service, termination of service, and transfer of service.
3. Issues work orders to reconnect service for delinquent customers.
4. Maintain new customer contract files.
5. Open and process returned mail.
6. Provide general information to customers.
7. Provide solutions to complaints in accordance with the policy.
8. Explain Policy and Procedures regarding Utility services to customers.
9. Serve as a resource to subordinate personnel.
10. Fills in for Customer Service Office Manager when required.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess excellent work record, supervisory skills, and able to fill in for CS Supervisor.

Knowledge/Skills/Abilities:

- Excellent working knowledge of the current billing system.
- Possess Supervisory and problem solving skills.
- Knowledge of utility service, contract procedures, water and sewer rates and billing methods.
- Knowledge of customer service principles and practices.
- Knowledge and ability to use automated customer information system functions and features to fulfill customer requirements.
- Ability to use standard office equipment, operating a computer with standard office software (Word, Excel, etc.)
- Ability to deal with people in a courteous, tactful and effective manner.
- Good communication skills, both oral and written.

Other:

- May act in a supervisory capacity in the absence of the CS Supervisor.
- May train designated personnel.

PHYSICAL DEMANDS

Job requires 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

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Customer Service Supervisor**	**Job Code:**	
Title:	**Customer Service Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Customer Service Office Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Establishes utility service for customers within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Customer Service Office Manager or other designated person and works with co-workers, the public, and other employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises, trains, and evaluates work of designated personnel, and serves as a resource to subordinate personnel.
2. Makes arrangements for partial payment of customer accounts, adjusts customer bills, and checks all adjustment forms entered into computer.
3. Accepts and reviews new utility contracts, and inputs utility contract data into the computer.
4. Processes reconnections, disconnections, and service transfers.
5. Maintains contract reconnection files and opens and sorts mail.
6. Accepts complaints, provides information, and resolves problems.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 10 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 contract procedures, basic office and clerical procedures, and supervisory practices.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating standard office equipment, phone systems, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Experience with conflict management

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light and heavy 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

Augusta-Richmond County
Job Description

Approved Title:	**Call Center Supervisor**	**Job Code:**	
Title:	**Call Center Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Customer Service Office Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Establishes utility service for customers within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Customer Service Office Manager or other designated person and works with co-workers, the public, and other employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises, trains, and evaluates work of designated personnel while they are being rotated into the call center, and serves as a resource to subordinate personnel.
2. Makes arrangements for partial payment of customer accounts, adjusts customer bills, and checks all adjustment forms entered into computer.
3. Implement and maintain call center software and operations
4. Processes reconnections, disconnections, and service transfers.
5. Monitor call statistics and develop plans to improve call handling performance.
6. Responsible for efficiency of call center operation.
7. Accepts complaints, provides information, and resolves problems.

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 contract procedures, basic office and clerical procedures, and supervisory practices.
- 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.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light and heavy 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:	**Branch Manager**	**Job Code:**	
Title:	**Branch Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Customer Service Office Manager**	**Job Grade:**	**48**

GENERAL SUMMARY: Manages and directs the operations of the branch office within the guidelines of ordinances of the water and sewer system, Augusta-Richmond County policies and procedures, and accepted departmental practices. Reports to the Customer Service Office Manager or other designated person and works with employees, vendors, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, and schedules branch employees.
2. Conducts orientation of new employees and/or new job assignments.
3. Makes adjustments on accounts and supervises maintenance of accounts.
4. Presents reports, makes recommendations, and receives and reviews correspondence.
5. Assists in preparation of annual budget.

REQUIREMENTS

Education: Associates degree in related occupational field of study and/or High School diploma, trade school, or equivalent level of education and 10+ years experience.

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Experience must include extensive supervisory experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervision procedures.
- Familiarity with departmental policies and procedures.
- Proficiency in problem solving, interpersonal communications, and establishing and maintaining effective working relationships.
- Mastery of basic mathematics and check recording machine.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record.
- In-depth knowledge of all areas of customer service.

PHYSICAL DEMANDS

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

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

Approved Title:	**Cashier III**	**Job Code:**	
Title:	**Cashier III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Cashier Supervisor**	**Job Grade:**	**40**

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 Cashier Supervisor 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. Initiate bank deposit slips.
5. Runs checks through endorsing/scanning 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: 1-2 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 customer service skills.
- Considerable computer skills and calculator skills by touch.
- 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 endorsing machines.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Does not have lead responsibility and receives close to moderate supervision.

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:	**Cashier II**	**Job Code:**	
Title:	**Cashier II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Cashier Supervisor**	**Job Grade:**	**42**

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 Cashier Supervisor 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 endorsing/scanning 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: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess cashier III skills.
Knowledge/Skills/Abilities:

- Progressively proficient in cashiering/customer service skills.
- Considerable computer skills and calculator skills by touch.
- 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 advanced mathematics and operating standard office equipment, computer, receipting and endorsing machines.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Familiarity with basic ACH and return check processing.
- Excellent work record
- Ability to train employees and fill in for Senior Cashier.

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

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Senior Cashier**	**Job Code:**	
Title:	**Senior Cashier**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Cashier Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: Supervises, evaluates, and trains cashiers and performs bookkeeping duties within the guidelines of local codes and ordinances, departmental rules and regulations, and instructions from the supervisor. Reports to the Cashier Supervisor or other designated person and works with co-workers and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Balances cash register receipts from cashiers, makes journal entries, prepares reports, and files printouts.
2. Issues cash drawers and change to cashiers.
3. Maintains petty cash fund.
4. Makes daily bank deposit.
5. Provides information to customers.
6. Audits funds and cashier tills.
7. Serves as a resource to subordinate personnel.
8. Processes all returned items.
9. Processes all out-sourced payments.
10. Processes all bank drafts.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess all Cashier II skills, an excellent work record and supervisory skills.

Knowledge/Skills/Abilities:

- Considerable knowledge of bookkeeping and general office procedures.
- Considerable knowledge of banking principles in regard to ACH, electronic banking and return checks.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to utility billing and collection.
- Proficiency in supervision, filing, maintaining accounts, and advanced mathematics.
- Mastery of operating standard office equipment and a computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Ability to fill in for Cashier Supervisor.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____

Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Cashier Supervisor**	**Job Code:**	
Title:	**Cashier Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 16, 2007**
Reports to:	**Customer Service Office Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Supervises the Senior Cashiers at the main office and the branch locations and handles the day to day operations of the main location and any branch locations when needed. Evaluates, and trains cashiers and performs accounting duties within the guidelines of local codes and ordinances, departmental rules and regulations, and instructions from the manager. Reports to the Customer Service Manager or other designated person and works with co-workers and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Train, supervise, evaluate, counsel, and serves as a resource to subordinate personnel.
2. Supervises the Senior Cashiers at the main location and any branch locations and handles the day to day operations of the main location.
3. Facilitates and assist in the implementation of Policies and Procedures of the cashier section in conjunction with the Policies of Augusta-Richmond County and Banking Facilities.
4. Updates all payments and general ledger activity, receives returned checks and electronic returned items from bank, makes journal entries, prepares reports, and files printouts.
5. Maintains all collection agency payments from all locations and reconciles reimbursements.
6. Custodian of petty cash and change funds for all cashiering locations.
7. Prepares daily bank deposits.
8. Custodian of ACH and IVR payments. Contact person for any banking concerns and issues.
9. Provides information to customers.
10. Audits funds and cashiers. Processes all bank corrections.

REQUIREMENTS

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

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess all skills of the Senior Cashier, an excellent work record, supervisory skills, and considerable experience with banking relationships including all ACH electronic banking.

Knowledge/Skills/Abilities:

- Considerable knowledge of accounting and general office procedures.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to utility billing and collection.
- Proficiency in supervision, filing, maintaining accounts, and advances mathematics.
- Mastery of operating standard office equipment and a computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Delinquent Accounts Clerk III**	**Job Code:**	
Title:	**Delinquent Accounts Clerk III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Credit & Collection Supervisor**	**Job Grade:**	**40**

GENERAL SUMMARY: Reviews delinquent accounts and collect fees within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Credit & Collection Supervisor or other designated person and works with co-workers and the public to provide clerical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Review and maintain delinquent payment list to determine where and when service should be shut off
2. Issue work orders to disconnect and reconnect service for delinquent customers who pay appropriate fees.
3. Assist with the maintenance of delinquent account records.
4. Familiarity with procedures and process for the distribution and billing of fire hydrant and temporary meters.
5. Assist with the maintenance of delinquent account records.
6. Provide general information to customers.
7. Assist customer service area as needed.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 1 – 2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Ability to learn the billing software quickly and efficiently.
- Ability to use standard office equipment, operating a computer with standard office software (Word, Excel, etc.)
- Must possess problem solving skills.
- Ability to grasp the Augusta-Richmond county ordinances and department policies and procedures.
- Ability to grasp utility service, contract procedures, water and sewer rates and billing methods.
- Knowledge of basic office and clerical procedures.
- Knowledge of customer service principles and practices.
- Proficiency in basic mathematics and the ability to learn how to prorate bills and make adjustments.
- Good communication skills, both oral and written.

Other:
Does not have lead responsibilities and receives close to moderate supervision.
May work in a call center environment.

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

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Delinquent Accounts Clerk II**	**Job Code:**	
Title:	**Delinquent Accounts Clerk II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Credit & Collection Supervisor**	**Job Grade:**	**42**

GENERAL SUMMARY: Reviews delinquent accounts and collect fees within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Credit & Collection Supervisor or other designated person and works with co-workers and the public to provide clerical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Review and maintain delinquent payment list to determine where and when service should be shut off
2. Issue work orders to disconnect and reconnect service for delinquent customers who pay appropriate fees.
3. Assist with preparing correspondence and answer questions concerning delinquent accounts.
4. Assist with the maintenance of delinquent account records.
5. Familiarity with procedures and process for the distribution and billing of fire hydrant and temporary meters.
6. Explain Policy and Procedures regarding Utility services to customers.
7. Assist customer service area as needed.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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:

- Knowledge of proper collections procedures regarding delinquent accounts, basic office and clerical procedures.
- Familiarity with Augusta-Richmond county ordinances and department policies and procedures.
- Ability to establish and maintain effective working relationships while dealing tactfully and courteously with the public.
- Ability to use automated customer information system functions and features to fulfill customer requirements.
- Ability to determine when a payment arrangement is necessary and to accurately convey that information to the supervisor.
- Familiarity of the current billing system, the process of bill adjustments, and prorating bills.
- Ability to train new employees and fill in for Delinquent Accounts Clerk I.
- Knowledge of utility service, contract procedures, water and sewer rates and billing methods.
- Progressively efficient with the CIS software system.
- Excellent work record and
- Good communication skills, both oral and written.

Other:
Does not have lead responsibilities and receives moderate supervision.

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

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Delinquent Accounts Clerk I**	**Job Code:**	
Title:	**Delinquent Accounts Clerk I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Credit & Collection Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: Reviews delinquent accounts and collect fees within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Credit & Collection Supervisor or other designated person and works with co-workers and the public to provide clerical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepare correspondence, answers questions concerning delinquent accounts.
2. Maintain delinquent account records.
3. Review and maintain delinquent payment list to determine where and when service should be shut off.
4. Process reconnections for delinquent customers who pay appropriate fees.
5. Issues work orders to reconnect service for delinquent customers.
6. Familiarity with procedures and process for the distribution and billing of fire hydrant and temporary meters.
7. Explain Policy and Procedures regarding Utility services to customers.
8. Serve as a resource for subordinate personnel and customer service as needed.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must have excellent work record and supervisory skills.
Knowledge/Skills/Abilities:

- Knowledge of proper collections procedures regarding delinquent accounts, basic office and clerical procedures.
- Familiarity with Augusta-Richmond county ordinances and department policies and procedures.
- Ability to establish and maintain effective working relationships while dealing tactfully and courteously with the public.
- Ability to use automated customer information system functions and features to fulfill customer requirements.
- Ability to determine when a payment arrangement is necessary and to accurately convey that information to the supervisor.
- Excellent working knowledge of the current billing system, the process of bill adjustments, and prorating bills.
- Ability to supervise, fill in for Credit Collections Supervisor and possesses problem solving skills.
- Knowledge of utility service, contract procedures, water and sewer rates and billing methods.
- Good communication skills, both oral and written.

Other:

- May act in a supervisory capacity in the absence of the Credit & Collection Supervisor.
- May train designated 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:	**Credit & Collections Supervisor**	**Job Code:**	
Title:	**Credit and Collections Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 12, 2007**
Reports to:	**Customer Service Office Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Supervises all procedures relating to and maintaining accurate information in computer files pertaining to delinquent accounts and associated fees within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Customer Service Manager or other designated person and works with co-workers and the public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervise, train, and evaluate the preparation and issuing of work orders associated with delinquent accounts.
2. Audit trial balance and reviews delinquent accounts list to determine when and where water service should be shut off.
3. Prepare calendar and notifies appropriate personnel of shut-off dates in a timely manner.
4. Prepare correspondence, answer questions concerning delinquent accounts and processes reconnections for delinquent customers who pay appropriate fees.
5. Schedule payment arrangements (as deemed appropriate by management).
6. Responsible for printing and reviewing open work orders associated with delinquent accounts.
7. Maintain delinquent account records.
8. Mastery with procedures and process for the distribution and billing of fire hydrant and temporary meters.
9. Explain Policy and Procedures regarding Utility services to customers.
10. Serve as a resource for subordinate personnel and customer service as needed.

REQUIREMENTS

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

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. This person must have an excellent work record and experience with conflict management and phone systems.

Knowledge/Skills/Abilities:

- Knowledge of proper collections procedures regarding delinquent accounts, and basic office and clerical procedures.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in basic mathematics with the ability to calculate prorated bills and make adjustments.
- Ability to establish and maintain effective working relationships while dealing tactfully and courteously with the public.
- Ability to use automated customer information system functions and features to fulfill customer requirements.
- Mastery of operating standard office equipment, computers, and two-way radios.
- Must possess supervisory and problem solving skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May act in a management capacity in the absence of the Customer Service Office Manager.
- May train designated 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:	**Billing Clerk III**	**Job Code:**	
Title:	**Billing Clerk III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Billing Supervisor**	**Job Grade:**	**40**

GENERAL SUMMARY: Maintains accurate information in computer files pertaining to water billing and collection within the guidelines of Augusta-Richmond County and departmental rules and regulations. Reports to the Billing Supervisor or other designated person and works with co-workers, and the public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enters and edits water meter readings, meter information, and changes with regard to billing.
2. Create GBA work orders and service work orders.
3. Assist with MVRS downloading and uploading information into the handheld computers.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 1-2 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 data processing procedures.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to water and sewer billing.
- Proficiency in computer skills and data entry.
- Mastery of using standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Customer service skills and problem solving skills.
- Ability to learn current billing software.

Other:

- Does not have lead responsibilities and receives close to moderate supervision.
- May perform dispatching responsibilities if needed.
- Help with inactive work orders if needed

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:	**Billing Clerk II**	**Job Code:**	
Title:	**Billing Clerk II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Billing Supervisor**	**Job Grade:**	**42**

GENERAL SUMMARY: Maintains accurate information in computer files pertaining to water billing and collection within the guidelines of Augusta-Richmond County and departmental rules and regulations. Reports to the Billing Supervisor or other designated person and works with co-workers, and the public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Upload and download handhelds in MVRS
2. Run read audit reports from the MVRS system
3. Enter/edit water meter reading, meter information, and changes with regard to billing.
4. Create rereads for Meter Readers.
5. Audit inactive accounts and issue disconnect work orders.
6. Assist with auditing pre-billing reports for high and low consumption and prepare other report for billing
7. Assist with applying monthly penalties
8. Serves as a resource for office personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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. Must have excellent work record and be progressively proficient with the billing software.

Knowledge/Skills/Abilities:

- Considerable knowledge of data processing procedures, electronic meter reading system, and bookkeeping
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to water and sewer billing.
- Proficiency in computer skills and data entry.
- Skill in using standard office equipment.
- Working knowledge of billing software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Ability to train employees and fill in for Billing Clerk I.

Other:

- May dispatch if needed.
- May work with creating GBA work orders and closing service work orders.

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

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Billing Clerk I**	**Job Code:**	
Title:	**Billing Clerk I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Billing Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: Maintains accurate information in computer files pertaining to water billing and collection within the guidelines of Augusta-Richmond County and departmental rules and regulations. Reports to the Billing Supervisor or other designated person and works with co-workers, and the public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enters/edits water meter readings, meter information, and changes with regard to billing and make adjustments when warranted.
2. Audits-pre-billing reports, reports for high and low consumption rates, and prepares other reports as required for billing.
3. Apply monthly penalties.
4. Assist with uploading and downloading handhelds in MVRS.
6. Assist with creating rereads for Meter Readers
7. Assist in running read audit report from the MVRS system.
8. Assist with inactive accounts and issue disconnects work orders.
9. Assist with creating GBA work orders.
10. Serve as a resource for office personnel.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess an excellent work record and supervisory skills.

Knowledge/Skills/Abilities:

- Considerable knowledge of data processing procedures, electronic meter reading system, and bookkeeping
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to water and sewer billing.
- Proficiency in computer skills and data entry.
- Skill in using standard office equipment.
- Proficient in billing software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Ability to train and fill in for Billing Supervisor.

Other:

- May dispatch if needed.
- 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

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Billing Supervisor**	**Job Code:**	
Title:	**Billing Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Metering Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Supervises all procedures relating to maintaining accurate information in computer files pertaining to water and sewer billing within the guidelines of Augusta-Richmond County and departmental rules and regulations. Reports to the Metering Manager or other designated person and works with co-workers, and the public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Train, supervise, evaluate, counsel, and serve as a resource to subordinate personnel.
2. Oversees downloading of automated meter reading data into billing system.
3. Audits pre-billing reports, reports for high and low consumption rates, and prepares other reports as required.
4. Responsible for imputing rate changes within the system (sewer surcharges, etc.).
5. Responsible for inserting bill messages when warranted.
6. Serves as back up billing clerk
7. Responsible for adding summer sewer average to accounts.
8. Accepts complaints, provides information, and resolves problems.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess an excellent work record, supervisory skills, and experience with conflict management.

Knowledge/Skills/Abilities:

- Considerable knowledge of data processing procedures, electronic meter reading system, and bookkeeping.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to water and sewer billing.
- Proficiency in operating a data entry terminal and personal computer.
- Skill in using standard office equipment.
- 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:	**Meter Maintenance Worker III**	**Job Code:**	
Title:	**Large Meter Technician III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Large Meter Technician Supervisor**	**Job Grade:**	**39**

GENERAL SUMMARY: Install and repair residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and departmental rules and procedures. Report to the Large Meter Technician Supervisor or other designated person, works with co-workers, and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates and uncovers water meters.
2. Mark curbs for meter location and clean meter box area.
3. Install and repair ERT systems and water meters.
4. Replace broken lids and boxes.
5. Perform standard vehicle maintenance.
6. Perform night duty when scheduled.

REQUIREMENTS

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

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Knowledge of county streets, roads, and location of water meters.
- Familiarity with Augusta-Richmond County and departmental rules, regulations, and procedures pertaining to reading water meters.
- Knowledge of water meter repair and operation.
- Experience in plumbing and piping.
- Knowledge of using standard tools and driving.
- Ability to learn and operate computer software.
- Ability to learn electronic equipment.
- Skill in basic computer operations and customer service.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and as a team.

Other:

- Does not have lead responsibilities and receives close to moderate supervision.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Maintenance Worker III**	**Job Code:**	
Title:	**Small Meter Technician III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Small Meter Technician Supervisor**	**Job Grade:**	**39**

GENERAL SUMMARY: Install and repair residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and departmental rules and procedures. Report to the Small Meter Technician Supervisor or other designated person, works with co-workers, and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates and uncovers water meters.
2. Mark curbs for meter location and clean meter box area.
3. Install and repair ERT systems and water meters.
4. Replace broken lids and boxes.
5. Perform standard vehicle maintenance.
6. Answers emergency service calls as needed.
7. Perform night duty when scheduled.

REQUIREMENTS

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

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Knowledge of county streets, roads, and location of water meters.
- Familiarity with Augusta-Richmond County and departmental rules, regulations, and procedures pertaining to reading water meters.
- Knowledge of water meter repair and operation.
- Experience in plumbing and piping.
- Knowledge of using standard tools and driving.
- Ability to learn and operate computer software.
- Ability to learn electronic equipment.
- Skill in basic computer operations and customer service.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and as a team.

Other:

- Does not have lead responsibilities and receives close to moderate supervision.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Maintenance Worker II**	**Job Code:**	
Title:	**Large Meter Technician II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Large Meter Technician Supervisor**	**Job Grade:**	**41**

GENERAL SUMMARY: Installs and repairs residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and department rules and procedures. Reports to the Large Meter Technician Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates and uncovers water meters.
2. Mark curbs for location of meter and clean meter box area.
3. Performs tests and maintenance on water meters.
4. Replace broken lids and boxes.
5. Perform standard vehicle maintenance.
6. Perform night duty when scheduled.
7. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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. Progressively proficient in meter repair and maintenance.

Knowledge/Skills/Abilities:

- Knowledge of water meter repair and operation.
- Experience in plumbing and piping.
- Familiarity with county streets, roads, and location of water meters.
- Considerable knowledge of the county departmental rules, regulations, and procedures pertaining to reading water meters.
- Progressively proficient in installing and repairing water meters and trouble shooting.
- Knowledge of using standard tools and a good driving record.
- Skill in basic computer operations and customer service.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and as a team.
- Ability to train employees and fill in for Meter Technician I.

Other:

- May train subordinate personnel.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

_____ _____

Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Meter Maintenance Worker II**	**Job Code:**	
Title:	**Small Meter Technician II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Small Meter Technician Supervisor**	**Job Grade:**	**41**

GENERAL SUMMARY: Installs and repairs residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and department rules and procedures. Reports to the Small Meter Technician Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates and uncovers water meters.
2. Mark curbs for location of meter and clean meter box area.
3. Performs accuracy tests and maintenance on water meters.
4. Install and repair ERT systems and water meters.
5. Perform standard vehicle maintenance.
6. Perform night duty when scheduled.
7. Answers emergency calls as needed.
8. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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. Progressively proficient in meter repair and maintenance.

Knowledge/Skills/Abilities:

- Knowledge of water meter repair and operation.
- Experience in plumbing and piping.
- Familiarity with county streets, roads, and location of water meters.
- Considerable knowledge of the county departmental rules, regulations, and procedures pertaining to reading water meters.
- Progressively proficient in installing and repairing water meters and trouble shooting.
- Knowledge of using standard tools and a good driving record.
- Skill in basic computer operations and customer service.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and as a team.

Other:

- May train subordinate personnel.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

_____ _____

Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Meter Maintenance Worker I**	**Job Code:**	
Title:	**Large Meter Technician I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Large Meter Technician Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: Installs and repairs residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and department rules and procedures. Reports to the Large Meter Technician Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates and uncovers water meters.
2. Performs accuracy tests on water meters.
3. Install and repair ERT systems and water meters.
4. Seals tampered water meters.
11. Perform standard vehicle maintenance.
12. Answers emergency service calls as needed.
13. Perform night duty when scheduled.
14. Serves as a resource for subordinate personnel.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess an excellent work record and supervisory skills.

Knowledge/Skills/Abilities:

- Considerable knowledge of water meter repair and operation.
- Mastery in plumbing and piping.
- Considerable knowledge of county streets, roads, and location of water meters.
- Considerable knowledge of the county departmental rules, regulations, and procedures pertaining to reading water meters.
- Proficiency in installing and repairing water meters and trouble shooting.
- Mastery of using standard tools and driving.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and as a team.

Other:

- May supervise and/or train designated subordinate personnel.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Meter Maintenance Worker I**	**Job Code:**	
Title:	**Small Meter Technician I**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Small Meter Technician Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: Installs and repairs residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and department rules and procedures. Reports to the Small Meter Technician Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates and uncovers water meters.
2. Performs accuracy tests on water meters.
3. Install and repair ERT systems and water meters.
4. Perform standard vehicle maintenance.
5. Answers emergency service calls as needed.
6. Perform night duty when scheduled.
9. Serves as a resource for subordinate personnel.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess an excellent work record and supervisory skills.

Knowledge/Skills/Abilities:

- Considerable knowledge of water meter repair and operation.
- Mastery in plumbing and piping.
- Considerable knowledge of county streets, roads, and location of water meters.
- Considerable knowledge of the county departmental rules, regulations, and procedures pertaining to reading water meters.
- Proficiency in installing and repairing water meters and trouble shooting.
- Skill in basic computer operations and customer service.
- Mastery of using standard tools and driving.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and as a team.
- Ability to fill in for Small Meter Technician Supervisor.

Other:

- May supervise and/or train designated subordinate personnel.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

_____ _____

Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Meter Maintenance Supervisor**	**Job Code:**	
Title:	**Large Meter Technician Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Meter Maintenance & Program Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Plans, direct, and supervises meter repair, testing, maintenance and replacement operations within the guidelines of Augusta-Richmond County and departmental policies and procedures and instructions from supervisor. Reports to the Meter Maintenance & Program Manager or other designated person and works with co-workers, customers, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Train, supervise, evaluate, counsel, and serves as a resource to subordinate personnel.
2. Coordinates testing and repairs of residential and commercial water meters.
3. Develops and implements training for all new meter service workers.
4. Supports operation of the meter shop.
5. Maintains the meter maintenance and testing program
6. Supervises the preventive maintenance of assigned vehicles.
7. Supervises emergency service calls as needed.
8. Supervises response to customer complaints, problems and requests, forwards appropriate information to meter service workers, counsels with meter service workers to discuss problems, suggestions, and solutions, and assists service representatives.
9. Performs administrative duties and prepares end-of-month reports.
10. Perform standard vehicle maintenance.

REQUIREMENTS

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

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess an excellent work record, supervisory skills, and experience with conflict management and phone systems.

Knowledge/Skills/Abilities:

- Considerable knowledge of water meter functions and testing.
- Considerable knowledge of record keeping procedures and mathematics.
- Knowledge of county streets, roads, and location of water meters.
- Familiarity with Augusta-Richmond County and departmental rules, regulations, and procedures pertaining to reading water meters.
- Proficiency in planning, supervising, organizing, inspecting work, and maintaining meter reading devices.
- Skill in basic computer operations and customer service.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Maintenance Supervisor**	**Job Code:**	
Title:	**Small Meter Technician Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Meter Maintenance & Program Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Plans, direct, and supervises meter repair, testing, maintenance and replacement operations within the guidelines of Augusta-Richmond County and departmental policies and procedures and instructions from supervisor. Reports to the Meter Maintenance & Program Manager or other designated person and works with co-workers, customers, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Train, supervise, evaluate, counsel, and serves as a resource to subordinate personnel.
2. Coordinates testing and repairs of residential and commercial water meters.
3. Develops and implements training for all new meter service workers.
4. Supports operation of the meter shop.
5. Maintains the small meter maintenance and testing program
6. Supervises the preventive maintenance of assigned vehicles.
7. Supervises emergency service calls as needed.
8. Supervises response to customer complaints, problems and requests, forwards appropriate information to meter service workers, counsels with meter service workers to discuss problems, suggestions, and solutions, and assists service representatives.
9. Performs administrative duties and prepares end-of-month reports.
10. Perform standard vehicle maintenance.

REQUIREMENTS

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

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess an excellent work record, supervisory skills, and experience with conflict management and phone systems.

Knowledge/Skills/Abilities:

- Considerable knowledge of water meter functions.
- Considerable knowledge of record keeping procedures and mathematics.
- Ability to learn and operate computer software.
- Familiarity with Augusta-Richmond County and departmental rules, regulations, and procedures pertaining to reading water meters.
- Proficiency in planning, supervising, organizing, inspecting work, and maintaining meter reading devices.
- Skill in basic computer operations and customer service.
- Knowledge of county streets, roads, and location of water meters.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Maintenance Program Manager**	**Job Code:**	
Title:	**Meter Maintenance Program Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**October 17, 2007**
Reports to:	**Metering Manager**	**Job Grade:**	**48**

GENERAL SUMMARY: Manages the operations of the meter shop, in-field meter testing & repair, and scheduled meter maintenance and replacement program within the guidelines of ordinances of the water and sewer system, Augusta-Richmond County policies and procedures, and accepted departmental practices. Reports to the Metering Manager or other designated person and works with employees, vendors, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, and schedules all metering service employees in the field.
2. Maintains meter maintenance, replacement, repair and testing program.
3. Monitors effectiveness of meter shop operations
4. Manages handling of meter maintenance requests.
5. Presents reports, makes recommendations, and receives and reviews correspondence.
6. Updates and monitors meter activity in the CIS and Work Order software systems.
7. Manages special projects as directed by Metering Manager.

REQUIREMENTS

Education: Associates degree in related occupational field of study and/or High School diploma, trade school, or equivalent level of education and 10+ years experience.

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Experience must include extensive supervisory and program management experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of management and supervision procedures.
- Familiarity with departmental policies and procedures.
- Proficiency in problem solving, interpersonal communications, and establishing and maintaining effective working relationships.
- Mastery of basic mathematics and CIS and Microsoft Office software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record.

PHYSICAL DEMANDS

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

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:	**Meter Service Representative III**	**Job Code:**	
Title:	**Customer Service Field Representative III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 8, 2007**
Reports to:	**Customer Service Field Supervisor**	**Job Grade:**	**39**

GENERAL SUMMARY: Turns on and shuts off water services, takes water meter readings, and determines if meters are functioning properly within the guidelines of policies, procedures, and local ordinances. Reports to the Customer Service Field Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with review of delinquent list.
2. Assign the delivery of return check notices.
3. Print and assign work orders to field workers.
4. Reports complaints of unlawful water usage.
5. Turns on and shuts off water services.
6. Assist with repairing minor leaks on meters and reports leaks and other problems to the Meter Division.
7. Disconnect and reconnect service.
8. Assist with customer complaints.
9. Assist in locating addresses, meters, and cleaning the meter box area.
10. Perform standard vehicle maintenance.
11. Pick up from substations daily and make bank runs.

REQUIREMENTS

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

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Knowledge of location of Augusta-Richmond County streets and highways.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to reading water meters and the connection and disconnection of water service.
- Knowledge of reading water meters, determining water meter operational status, and strong interpersonal skills.
- Knowledge in using tools (cut-off keys, wrenches, screwdrivers, wire cutters, wire seals, shovel, and devices to lock and block meters), operating a motor vehicle, and a two-way radio.
- Working knowledge of current Utilities system.
- Skill in computer operation and customer service.
- Ability to operate standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Must possess and maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Service Representative II**	**Job Code:**	
Title:	**Customer Service Field Representative II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 8, 2007**
Reports to:	**Customer Service Field Supervisor**	**Job Grade:**	**41**

GENERAL SUMMARY: Turns on and shuts off water services, takes water meter readings, and determines if meters are functioning properly within the guidelines of policies, procedures, and local ordinances. Reports to the Customer Service Field Supervisor Manager or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with review of delinquent list.
2. Assign the delivery of return check notices.
3. Print and assign work orders to field workers.
4. Reports to supervisor complaints of unlawful water usage.
5. Turns on and shuts off water services.
6. Repair minor leaks on meters and reports leaks and other problems to the Meter Division.
7. Disconnect and reconnect service.
8. Respond to customer complaints.
9. Assist in locating addresses, meters, and cleaning the meter box area.
10. Perform standard vehicle maintenance.
11. Pick up from substations daily and make bank runs.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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. Progressively proficient in position, policies and department procedures.

Knowledge/Skills/Abilities:

- Knowledge of location of Augusta-Richmond County streets and highways.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to reading water meters and the connection and disconnection of water service.
- Skill in reading water meters, determining water meter operational status, and strong interpersonal skills.
- Skill in using tools (cut-off keys, wrenches, screwdrivers, wire cutters, wire seals, shovel, and devices to lock and block meters), operating a motor vehicle, and a two-way radio.
- Working knowledge of current Utilities system.
- Skill in computer operation and customer service.
- Ability to operate standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Ability to filling for the Senior Customer Service Field Representative.

Other:

- May supervise and/or train designated subordinate personnel.
- Must possess and maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Senior Meter Service Representative**	**Job Code:**	
Title:	**Senior Customer Service Field Representative**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 8, 2007**
Reports to:	**Customer Service Field Supervisor**	**Job Grade:**	**43**

GENERAL SUMMARY: This position is responsible for assigning water services to be turned on and shut off, taking water meter readings, and determine if meters are functioning properly within the guidelines of policies, procedures, and local ordinances. Reports to the Customer Service Field Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with review of delinquent list.
2. Assign the delivery of return check notices.
3. Print and assign work orders to field workers.
4. Handle complaints of unlawful water usage.
5. Repair minor leaks on meters and reports leaks and other problems to the Meter Division.
6. Disconnect and reconnect service.
7. Respond to customer complaints.
8. Assist in locating addresses, meters, and cleaning the meter box area.
9. Perform standard vehicle maintenance.
10. Pick up from substations daily and make bank runs.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess excellent work record and supervisory skills.

Knowledge/Skills/Abilities:

- Considerable knowledge of location of Augusta-Richmond County streets and highways.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to reading water meters and the connection and disconnection of water service.
- Proficiency in reading water meters, determining water meter operational status, and strong interpersonal skills.
- Skill in using tools (cut-off keys, wrenches, screwdrivers, wire cutters, wire seals, shovel, and devices to lock and block meters), operating a motor vehicle, and a two-way radio.
- Working knowledge of current Utilities system.
- Skill in computer operation and customer service.
- Ability to operate standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Ability to filling for the Customer Service Field Supervisor.

Other:

- Must possess and maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Service Representative Supervisor**	**Job Code:**	
Title:	**Customer Service Field Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 8, 2007**
Reports to:	**Metering Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: This position is responsible for assigning water services to be turned on and shut off, taking water meter readings, and determine if meters are functioning properly within the guidelines of policies, procedures, and local ordinances. Reports to the Metering Manager or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervise, train, and evaluate work of designated personnel, and serve as a resource to subordinate personnel.
2. Assist with review of delinquent list.
3. Assign the delivery of notices.
4. Print and assign work orders to field workers.
5. Handle complaints of unlawful water usage.
6. Repair minor leaks on meters and reports leaks and other problems to the Meter Division.
7. Disconnect and reconnect service.
8. Respond to customer complaints.
9. Assist in locating addresses, meters, and cleaning the meter box area.
10. Perform standard vehicle maintenance.
11. Pick up from substations daily and make bank runs.

REQUIREMENTS

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

Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess excellent work record, supervisory skills, and experience with conflict management.

Knowledge/Skills/Abilities:

- Considerable knowledge of location of Augusta-Richmond County streets and highways.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to reading water meters and the connection and disconnection of water service.
- Proficiency in reading water meters, determining water meter operational status, and strong interpersonal skills.
- Mastery of using tools (cut-off keys, wrenches, screwdrivers, wire cutters, wire seals, shovel, and devices to lock and block meters), operating a motor vehicle, and a two-way radio.
- Working knowledge of current Utilities system.
- Skill in computer operation and customer service.
- Ability to operate standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Must possess and maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Reader III**	**Job Code:**	
Title:	**Meter Reader III**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Meter Reader Manager**	**Job Grade:**	**39**

GENERAL SUMMARY: Read and record water usage data. Disconnect and connect water service within the guidelines of written guidelines for reading meters, receive verbal instruction from the supervisor and on-the-job training. Report to the Meter Reader Manager or other designated person and work with co-workers and the public to provide operations support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Read meters and record data into the reading cycle.
2. Cut water on and off.
3. Check for unlawful use of water.
4. Mark curbs for location of meter boxes and clean meter box area.
5. Drive truck along assigned route.
6. Perform standard vehicle maintenance.
7. Report or replace broken meter tops and report leaks to meter division.
8. Perform re-reads and maintenance on ERTs when warranted.

REQUIREMENTS

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

Experience: 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Knowledge of water meter functions.
- Familiarity with county streets, roads, and location of water meters.
- Familiarity with policies and procedures pertaining to the Utilities water and sewer accounts.
- Ability to read and write, and perform basic mathematical calculations.
- Ability to learn and operate a hand held computer and a two-way radio.
- Skill in basic computer operation and customer service.
- Skill in basic vehicle maintenance.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Does not have lead responsibilities and receives close to moderate supervision.
- Must possess or maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Reader II**	**Job Code:**	
Title:	**Meter Reader II**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Meter Reader Manager**	**Job Grade:**	**41**

GENERAL SUMMARY: Read and record water usage data. Disconnect and connect water service within the guidelines of written guidelines for reading meters, receive verbal instruction from the supervisor and on-the-job training. Report to the Meter Reader Manager or other designated person and work with co-workers and the public to provide operations support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Read meters and record data into the reading cycle.
2. Cut water on and off.
3. Check for unlawful use of water.
4. Mark curbs for location of meter boxes and clean meter box area.
5. Drive truck along assigned route.
6. Perform standard vehicle maintenance.
7. Report or replace broken meter tops and report leaks to meter division.
8. Perform re-reads and maintenance on ERTs when warranted.
9. Talk to customers concerning leaks and complaints of high consumption.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent 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:

- Knowledge of water meter functions.
- Knowledge of county streets, roads, and location of water meters.
- Progressively proficient with policies and procedures pertaining to the Utilities water and sewer accounts.
- Proficient in the knowledge of job responsibilities for Meter Readers.
- Proficient in the operation of the hand held computer and two-way radio.
- Proficient in basic computer operations and customer service.
- Mastery in the use of standard tools.
- Ability to train new employees.
- Ability to read and write, and perform basic mathematical calculations.
- Skill in basic vehicle maintenance.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Ability to fill-in for the Senior Meter Reader.
- Ability and willingness to fill-in for co-workers in their absence (voluntarily).
- Must possess or maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Senior Meter Reader**	**Job Code:**	
Title:	**Senior Meter Reader**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Meter Reader Manager**	**Job Grade:**	**43**

GENERAL SUMMARY: Read and record water usage data. Disconnect and connect water service within the guidelines of written guidelines for reading meters, receive verbal instruction from the supervisor and on-the-job training. Report to the Meter Reader Manager or other designated person and work with co-workers and the public to provide operations support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Read meters and record data into the reading cycle.
2. Check for unlawful use of water.
3. Assist with marking curbs Mark curbs for location of meter boxes and clean meter box area.
4. Drive truck along assigned route.
5. Perform standard vehicle maintenance.
6. Report or replace broken meter tops and report leaks to meter division.
7. Perform re-reads and maintenance on ERTs when warranted.
8. Talk to customers concerning leaks and complaints of high consumption.
9. Creates and closes work orders.
10. Serve as resource to subordinate personnel.

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Person must possess excellent work record, supervisory skills, and ability to fill-in for Meter Reader Manager.

Knowledge/Skills/Abilities:

- Knowledge of water meter functions.
- Knowledge of county streets, roads, and location of water meters.
- Progressively proficient with policies and procedures pertaining to the Utilities water and sewer accounts.
- Proficient in the knowledge of job responsibilities for Meter Readers.
- Proficient in the operation of the hand held computer and two-way radio.
- Proficient in basic computer operations and customer service.
- Mastery in the use of standard tools.
- Ability to train new employees.
- Ability to read and write, and perform basic mathematical calculations.
- Skill in basic vehicle maintenance.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- Ability to train new employees and fill-in for co-workers and Meter Reader Manager.
- Must possess or maintain a valid state operator/driver's license for the type vehicle or equipment operated.
- May assist with cutting water on and off.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Meter Reader Manager**	**Job Code:**	
Title:	**Meter Reader Manager**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**September 27, 2007**
Reports to:	**Metering Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Supervises the Senior Meter Reader and other subordinate in the daily operations of reading meters. Evaluates, trains, and performs duties with the guidelines of policies, procedures, local ordinances, and departmental rules. Reports to the Metering Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Train, supervise, evaluate, counsel, and serves as a resource to subordinate personnel.
2. Coordinate daily work flow of routes, vehicle assignments, and etc.
3. Reads and controls industrial meter books and keeps records of flume meters.
4. Set-up sub-divisions for new sites.
5. Assist with reading meters and recording data into the reading cycle.
6. Respond to and record complaints, problems, and request.
7. Perform re-reads and maintenance on ERTs when warranted.
8. Perform standard vehicle maintenance.
9. Creates and closes work orders.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 10+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Person must possess an excellent work records, supervisory skills, and conflict management skills.

Knowledge/Skills/Abilities:

- Mastery of water meter functions.
- Considerable knowledge of county streets, roads, and location of water meters.
- Considerable knowledge of the county departmental rules, regulations, and procedures pertaining to reading water meters.
- Considerable knowledge of record keeping procedures.
- Progressively proficient in the knowledge of job responsibilities for Meter Readers.
- Proficeint in planning, supervising, organizing, inspecting work, and maintenance of meter reader devices.
- Mastery in the operation of the hand held computer and two-way radio.
- Mastery in handling customer complaints and solving problems.
- Proficient in basic computer operations and customer service.
- Ability to read and write, and perform basic mathematical calculations.
- Good communication skills, both oral and written.

Other:

- Ability to train new employees.
- Must possess or maintain a valid state operator/driver's license for the type vehicle or equipment operated.

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, and ability to distinguish between shades of colors. Work is performed in an office and outdoors with exposure to inclement weather, dirt, dust, vicious animals, high voltage, 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:	**Groundskeeper II**	**Job Code:**	
Title:	**Ground Maintenance Worker**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**June 30, 1997**
Reports to:	**Superintendent II**	**Job Grade:**	**36**

GENERAL SUMMARY: Cleans and maintains the administrative offices, labs, water production plant, and grounds within the guidelines of supervisory instructions and work orders. Reports to the Superintendent II or other designated person and works with co-workers to provide ground maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Sweeps, mops, waxes, and buffs floors.
2. Cleans restrooms and replenishes supplies; cleans drinking fountains, windows, and walls.
3. Replaces light bulbs, empties trash, and sweeps outside walks.
4. Performs minor maintenance and ground maintenance.
5. Operates a polishing machine and a vacuum cleaner.
6. Moves office equipment furniture and equipment.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 0-2 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 cleaning methods, materials, and equipment and groundskeeping methods and techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and makes routine building repairs.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed indoors and outdoors with exposure to chemicals, 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:	**Utility Worker III**	**Job Code:**	
Title:	**Construction & Maintenance Worker**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Supervisor**	**Job Grade:**	**37**

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor 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.

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.
- Posses 0 to 3 years water utility work experience.

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:	**Utility Worker II**	**Job Code:**	
Title:	**Construction & Maintenance Worker**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Supervisor**	**Job Grade:**	**38**

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor 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.

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.
- Shall posses 3 to 10 years water utility work experience.

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:	**Utility Worker I**	**Job Code:**	
Title:	**Construction & Maintenance Worker**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Supervisor**	**Job Grade:**	**39**

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor 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.

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.
- Shall posses 10+ years water utility work experience.

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

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Human Resources Date

_____ _____

Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Utility Supervisor III**	**Job Code:**	
Title:	**Construction & Maintenance Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Foreman**	**Job Grade:**	**41**

GENERAL SUMMARY: Supervises work crews and installs water and sewer mains and lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to the Utility Foreman 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.

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.
- Possess 0 to 5 years experience in water utility work.

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:	**Utility Supervisor II**	**Job Code:**	
Title:	**Construction & Maintenance Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Foreman**	**Job Grade:**	**42**

GENERAL SUMMARY: Supervises work crews and installs water and sewer mains and lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to the Utility Foreman 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.

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.
- Possess 0 to 5 years experience in water utility work and possess a Class III Certification in water distribution through Georgia State Board of Examiners, or possess 5 to 10 years of water utility work experience with no utility certification.

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:	**Utility Supervisor I**	**Job Code:**	
Title:	**Construction & Maintenance Supervisor**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Foreman**	**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 Augusta-Richmond County and department rules and procedures. Reports to the Utility Foreman 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.

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.
- Possess 5+ years experience in water utility work and possess a Class III Certification in water distribution through Georgia State Board of Examiners, or possess 10+ years of water utility work experience with no utility certification.

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:	**Utility Foreman III**	**Job Code:**	
Title:	**Construction & Maintenance Foreman**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Asst. Operations Manager**	**Job Grade:**	**44**

GENERAL SUMMARY: Supervises and coordinates water and sewer services crews and installs, repairs, and maintains water and sewer mains and lines within the guidelines of supervisory instruction, accepted work practices, and department rules and procedures. Reports to the Assistant Operations Manager or other designated person and works with co-workers and public to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, counsels, and serves as a resource to subordinate employees.
2. Makes water and sewer taps, lays pipe, treats sewer lines, and clears water and sewer rights-of-way.
3. Reads and interprets blueprints.
4. Locates water and sewer lines and leaks, and turns off water mains.
5. Operates a backhoe, roller, trencher, and other equipment.
6. Responds to customer complaints and answers emergency service calls.
7. Flags traffic around work areas.

REQUIREMENTS

Education: High School diploma / GED, 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 methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- 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 of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners **or have the ability to obtain such within 18 months of entering the position**.
- Possess 0 to 5 years of experience in water utility work.

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 outdoors with exposure to noise, diseases, chemicals, 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:	**Utility Foreman II**	**Job Code:**	
Title:	**Construction & Maintenance Foreman**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Asst. Operations Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Supervises and coordinates water and sewer services crews and installs, repairs, and maintains water and sewer mains and lines within the guidelines of supervisory instruction, accepted work practices, and department rules and procedures. Reports to the Assistant Operations Manager or other designated person and works with co-workers and public to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, counsels, and serves as a resource to subordinate employees.
2. Makes water and sewer taps, lays pipe, treats sewer lines, and clears water and sewer rights-of-way.
3. Reads and interprets blueprints.
4. Locates water and sewer lines and leaks, and turns off water mains.
5. Operates a backhoe, roller, trencher, and other equipment.
6. Responds to customer complaints and answers emergency service calls.
7. Flags traffic around work areas.

REQUIREMENTS

Education: High School diploma / GED, 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 methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- 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 of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners.
- Possess 5 to 10 years of experience in water utility work.

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 outdoors with exposure to noise, diseases, chemicals, 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:	**Utility Foreman I**	**Job Code:**	
Title:	**Construction & Maintenance Foreman**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Asst. Operations Manager**	**Job Grade:**	**46**

GENERAL SUMMARY: Supervises and coordinates water and sewer services crews and installs, repairs, and maintains water and sewer mains and lines within the guidelines of supervisory instruction, accepted work practices, and department rules and procedures. Reports to the Assistant Operations Manager or other designated person and works with co-workers and public to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, supervises, evaluates, counsels, and serves as a resource to subordinate employees.
2. Makes water and sewer taps, lays pipe, treats sewer lines, and clears water and sewer rights-of-way.
3. Reads and interprets blueprints.
4. Locates water and sewer lines and leaks, and turns off water mains.
5. Operates a backhoe, roller, trencher, and other equipment.
6. Responds to customer complaints and answers emergency service calls.
7. Flags traffic around work areas.

REQUIREMENTS

Education: High School diploma / GED, 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 methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- 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 of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners.
- Possess 10+ years of experience in water utility work.

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 outdoors with exposure to noise, diseases, chemicals, 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:	**Utility Locator III**	**Job Code:**	
Title:	**Locator**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Working Foreman Skilled**	**Job Grade:**	**39**

GENERAL SUMMARY: Assist in maintaining the water and sewer system within the guidelines of established principles and methods of mechanical maintenance, repair service manuals, building and electrical codes, and federal and state environmental protection. Reports to the Working Foreman Skilled or other designated person and works with co-workers, contractors, and utilities companies to provide maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Verifies high and low water pressure complaints
2. Locates Water and sewage lines.
3. Orders supplies and equipment.
4. Operates two-way radio and maintains work logs.
5. Performs other related duties as assigned.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 3-5 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 repair and maintenance on (i.e., pumps, valves, wells, booster stations, etc.).
- Familiarity with Augusta-Richmond County and department policies and procedures pertaining to the repair and maintenance of the water and sewer system.
- Proficiency in locating and determining problems in equipment.
- Mastery of using hand tools.
- 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, lifting of light and heavy objects, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in a plant and outdoors with exposure to noise, diseases, chemicals, 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:	**Utility Locator II**	**Job Code:**	
Title:	**Locator**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Working Foreman Skilled**	**Job Grade:**	**40**

GENERAL SUMMARY: Assist in maintaining the water and sewer system within the guidelines of established principles and methods of mechanical maintenance, repair service manuals, building and electrical codes, and federal and state environmental protection. Reports to the Working Foreman Skilled or other designated person and works with co-workers, contractors, and utilities companies to provide maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Verifies high and low water pressure complaints
2. Locates Water and sewage lines.
3. Orders supplies and equipment.
4. Operates two-way radio and maintains work logs.
5. Performs other related duties as assigned.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 3-5 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 repair and maintenance on (i.e., pumps, valves, wells, booster stations, etc.).
- Familiarity with Augusta-Richmond County and department policies and procedures pertaining to the repair and maintenance of the water and sewer system.
- Proficiency in locating and determining problems in equipment.
- Mastery of using hand tools.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Must possess 5 years of experience in water utility work.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in a plant and outdoors with exposure to noise, diseases, chemicals, 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:	**Utility Locator I**	**Job Code:**	
Title:	**Locator**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Working Foreman Skilled**	**Job Grade:**	**41**

GENERAL SUMMARY: Assist in maintaining the water and sewer system within the guidelines of established principles and methods of mechanical maintenance, repair service manuals, building and electrical codes, and federal and state environmental protection. Reports to the Working Foreman Skilled or other designated person and works with co-workers, contractors, and utilities companies to provide maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Verifies high and low water pressure complaints
2. Locates Water and sewage lines.
3. Orders supplies and equipment.
4. Operates two-way radio and maintains work logs.
5. Performs other related duties as assigned.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 3-5 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 repair and maintenance on (i.e., pumps, valves, wells, booster stations, etc.).
- Familiarity with Augusta-Richmond County and department policies and procedures pertaining to the repair and maintenance of the water and sewer system.
- Proficiency in locating and determining problems in equipment.
- Mastery of using hand tools.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Must possess 10 years of experience in water utility work.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in a plant and outdoors with exposure to noise, diseases, chemicals, 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:	**Water Treatment Plant Operator III**	**Job Code:**	
Title:	**Control Room Operator**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Operations Manager**	**Job Grade:**	**39**

GENERAL SUMMARY: Monitors the computer Scada system, dispatches calls, and provides clerical and maintenance support within the guidelines of departmental policies and procedures and EPD guidelines. Reports to the Operations Manager or other designated person and works with co-workers, the public, utility locating services, and management to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Makes work orders and issues to maintenance crews by level of urgency.
2. Notifies Fire Department and medical customers when water is cut off/on in a particular area.
3. Calls utility locating services to assist maintenance crews in locating services.
4. Orders supplies and equipment.
5. Operates two-way radio and maintains work logs.
6. Checks plant grounds for security and performs general housekeeping duties.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3-5 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 effective supervisory practices and pumping station operations.
- Familiarity with Utilities Department operations/procedures.
- Proficiency in dealing with the public, reading the water panel board, and operating two-way radio.
- Mastery of performing clerical functions, operating computer control system, computers, and Windows 95.
- 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, lifting of light and heavy objects, climbing stairs, using equipment that requires a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed indoors and outdoors with exposure to noise, diseases, chemicals, 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:	**Water Treatment Plant Operator II**	**Job Code:**	
Title:	**Control Room Operator**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Operations Manager**	**Job Grade:**	**40**

GENERAL SUMMARY: Monitors the computer Scada system, dispatches calls, and provides clerical and maintenance support within the guidelines of departmental policies and procedures and EPD guidelines. Reports to the Operations Manager or other designated person and works with co-workers, the public, utility locating services, and management to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Makes work orders and issues to maintenance crews by level of urgency.
2. Notifies Fire Department and medical customers when water is cut off/on in a particular area.
3. Calls utility locating services to assist maintenance crews in locating services.
4. Orders supplies and equipment.
5. Operates two-way radio and maintains work logs.
6. Checks plant grounds for security and performs general housekeeping duties.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3-5 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 effective supervisory practices and pumping station operations.
- Familiarity with Utilities Department operations/procedures.
- Proficiency in dealing with the public, reading the water panel board, and operating two-way radio.
- Mastery of performing clerical functions, operating computer control system, computers, and Windows 95.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess 5 – 10 years experience in a water utility position.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing stairs, using equipment that requires a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed indoors and outdoors with exposure to noise, diseases, chemicals, 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:	**Water Treatment Plant Operator I**	**Job Code:**	
Title:	**Control Room Operator**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Operations Manager**	**Job Grade:**	**41**

GENERAL SUMMARY: Monitors the computer Scada system, dispatches calls, and provides clerical and maintenance support within the guidelines of departmental policies and procedures and EPD guidelines. Reports to the Operations Manager or other designated person and works with co-workers, the public, utility locating services, and management to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Makes work orders and issues to maintenance crews by level of urgency.
2. Notifies Fire Department and medical customers when water is cut off/on in a particular area.
3. Calls utility locating services to assist maintenance crews in locating services.
4. Orders supplies and equipment.
5. Operates two-way radio and maintains work logs.
6. Checks plant grounds for security and performs general housekeeping duties.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3-5 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 effective supervisory practices and pumping station operations.
- Familiarity with Utilities Department operations/procedures.
- Proficiency in dealing with the public, reading the water panel board, and operating two-way radio.
- Mastery of performing clerical functions, operating computer control system, computers, and Windows 95.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess 10 years experience in a water utility position.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing stairs, using equipment that requires a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed indoors and outdoors with exposure to noise, diseases, chemicals, 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:	**Heavy Equipment Operator III**	**Job Code:**	
Title:	**Heavy Equipment Operator**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Foreman**	**Job Grade:**	**41**

GENERAL SUMMARY: Operates heavy equipment within the guidelines of department policies and procedures and supervisory instructions. Reports to the Utility Foreman or other designated person and works under close supervision to provide maintenance services. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs maintenance on equipment.
2. Operates rodder and or vactor truck(s).
3. Loads trucks.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 1 – 2 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- 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 of vehicle or equipment operated.

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 outdoors with exposure to noise, diseases, chemicals, 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:	**Heavy Equipment Operator II**	**Job Code:**	
Title:	**Heavy Equipment Operator**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Foreman**	**Job Grade:**	**42**

GENERAL SUMMARY: Operates heavy equipment within the guidelines of department policies and procedures and supervisory instructions. Reports to the Utility Foreman or other designated person and works under close supervision to provide maintenance services. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs maintenance on equipment.
2. Operates rodder and or vactor truck(s).
3. Loads trucks.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 5 - 10 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- 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 of vehicle or equipment operated.
- Possess 5 – 10 years experience in similar water utility position.

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 outdoors with exposure to noise, diseases, chemicals, traffic, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Heavy Equipment Operator I**	**Job Code:**	
Title:	**Heavy Equipment Operator**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Collection & Distribution Division**	**Date Prepared:**	**January 24, 2007**
Reports to:	**Utility Foreman**	**Job Grade:**	**43**

GENERAL SUMMARY: Operates heavy equipment within the guidelines of department policies and procedures and supervisory instructions. Reports to the Utility Foreman or other designated person and works under close supervision to provide maintenance services. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs maintenance on equipment.
2. Operates rodder and or vactor truck(s).
3. Loads trucks.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 5 - 10 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- 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 of vehicle or equipment operated.
- Possess 5 – 10 years experience in similar water utility position.
- Must possess commercial drivers license.

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 outdoors with exposure to noise, diseases, chemicals, 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

		Job Code:	
Title:	**Operator Technician - Wells**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**March 15, 2001**
Reports to:	**Assistant Operations Manager**	**Job Grade:**	**43**

GENERAL SUMMARY: Repairs, maintains, and operates pumps, wells and motors within the guidelines of departmental policies and procedures, written instructions and supervisory instructions. Reports to the Working Foreman Technical or other designated person and works with employees to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Check pumps, wells, valves and motors.
2. Performs preventive maintenance activities.
3. Performs on-call duty.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3-5 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 repair and maintenance techniques for pumps, wells, valves and motors and general mechanical operations.
- Familiarity with department policies and procedures.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrates 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.

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 noise, diseases, chemicals, 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

		Job Code:	
Title:	**Operator Technician – Lift Station**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**March 15, 2001**
Reports to:	**Assistant Operations Manager**	**Job Grade:**	**43**

GENERAL SUMMARY: Repairs, maintains, and operates pumps, wells and motors within the guidelines of departmental policies and procedures, written instructions and supervisory instructions. Reports to the Working Foreman Technical or other designated person and works with employees to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Check pumps, wells, valves and motors.
2. Performs preventive maintenance activities.
3. Performs on-call duty.
4. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3-5 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 repair and maintenance techniques for pumps, wells, valves and motors and general mechanical operations.
- Familiarity with department policies and procedures.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrates 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.

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 noise, diseases, chemicals, 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:	**Maintenance Electrician II**	**Job Code:**	
Title:	**Pump and Wells Technician**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**June 30, 1997**
Reports to:	**Assistant Operations Manager**	**Job Grade:**	**43**

GENERAL SUMMARY: Repairs, maintains, and operates pumps, wells, and motors within the guidelines of departmental policies and procedures, written instructions and supervisory instructions. Reports to the Working Foreman Technical or other designated person and works with employees to provide technical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Checks pumps, wells, and motors.
2. Performs preventive maintenance activities.
3. Maintains records on pumps, wells, and motors.
4. Maintains inventory of parts and supplies.
5. Performs on-call duty.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 3-5 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 repair and maintenance techniques for pumps, wells, and motors, water and sewer system, and general mechanical operations.
- Familiarity with departmental policies and procedures.
- Proficiency in maintaining records, welding, and repairing and maintaining pumps.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Ability to work on-call duty schedule.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. 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.

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REVIEW/APPROVALS

_____ _____
Human Resources Date

_____ _____
Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Working Foreman Technical**	**Job Code:**	
Title:	**Senior Pump and Wells Technician**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Superintendent I**	**Job Grade:**	**46**

GENERAL SUMMARY: Coordinates, repairs, maintains, and operates Utilities Department pumps, valves, wells, and motors within the guidelines of departmental policies and procedures, written instructions and supervisory instructions. Reports to the Superintendent I or other designated person and works with pump and motor suppliers and employees to provide Technical Support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Investigates and resolves technical problems.
2. Performs preventive maintenance activities.
3. Maintains inventory of parts and supplies.
4. Supervises and trains Wells Technicians.

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 repair and maintenance techniques for pumps, wells, motors, and valves, electricity (three-phase system control circuits), system (SCADA) telemetry, water and sewer system, and general mechanical operations.
- Familiarity with departmental policies and procedures.
- Proficiency in supervision, maintaining records, and repairing and maintaining pumps and valves (PRV and ACT).
- Mastery of all phases 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.

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 outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

_____ _____
Human Resources Date

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Line or Staff Management Date

Augusta-Richmond County
Job Description

Approved Title:	**Assistant Operations Manager**	**Job Code:**	
Title:	**Assistant Operations Manager**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 10, 2007**
Reports to:	**Operations Manager**	**Job Grade:**	**48**

GENERAL SUMMARY: Assists in planning, directing, and coordinating the activities of the Construction and Maintenance supervisors within the guidelines of department regulations, standard construction and maintenance practices, and local codes. Reports to the Operations Manager or other designated person and works with co-workers, building contractors, utility company representatives, and the public to provide administrative and maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, evaluates, counsels, and supervises subordinate personnel.
2. Reads blueprints.
3. Conducts flow tests.
4. Inspects job sites for compliance with written specifications.
5. Provides technical advice.
6. Coordinates inspection activities with the State Department of Transportation.

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.

- Must possess water distribution or wastewater collection certification through Georgia State Board of Examiners.

Knowledge/Skills/Abilities:

- Considerable knowledge of interrelated operations of pumps, electrical motors, gasoline engines, control valves, and related water and sewer systems.
- Familiarity with Augusta-Richmond County Utilities water and sewer system and codes and ordinances pertaining to water and sewer construction and maintenance.
- Proficiency in reading blueprints, performing standard mathematical calculations, and supervision.
- 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:

- 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, 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 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:	**Superintendent II**	**Job Code:**	
Title:	**Operations Manager**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**January 2002**
Reports to:	**Superintendent I**	**Job Grade:**	**54**

GENERAL SUMMARY: Assists in planning, directing, and coordinating the activities of the Inspection Section of the Engineering Division within the guidelines of department regulations, standard construction and maintenance practices, and County codes. Reports to the Superintendent I or other designated person and works with co-workers, building contractors, utility company representatives, engineers and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains, evaluates, counsels, and supervises subordinate personnel and provides technical advice.
2. Reviews plans and provides recommendations for subdivision and commercial developments and proposed projects.
3. Meets with the public, utility representatives, engineers, and contractors to discuss and resolve utility construction and maintenance related issue.
4. Inspects job sites for compliance and coordinates inspection activities with the State Department of Transportation and intergovernmental agencies.
5. Approves water and sewer tap applications associated with projects.
6. Coordinates construction activities with Construction and Maintenance Section, intergovernmental departments and other outside agencies.
7. Implements Inspection Services Program for developments and utility construction projects.
8. Obtains and develops cost estimates for work to be contracted.

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 Augusta's water and sewer system and interrelated operations of pumps, electrical motors, gasoline engines, control valves, etc.
- Considerable knowledge of Augusta's water and sewer standards, details, specifications, and ordinances pertaining to water and sewer construction and maintenance..
- Proficiency in 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:

- Possess or have ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.

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 with exposure to noise, 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:	**Superintendent I**	**Job Code:**	
Title:	**Construction/Maintenance Superintendent.**	**Overtime:**	**Exempt**
Department:	**Utilities**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Director**	**Job Grade:**	**56**

GENERAL SUMMARY: Plans, directs, coordinates, and supervises water and sewer system construction and maintenance within the guidelines of department regulations, Augusta-Richmond County codes, standard construction maintenance practices, accepted water and wastewater treatment practices, EPD, and EPA. Reports to the Director or other designated person and works with co-workers, building contractors, utility companies, and the public to provide maintenance and administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Locates water and sewer mains and lines and approves water and sewer tap applications.
2. Inspects job sites for compliance and reviews all completed work logs.
3. Develops long- and short-range plans for system expansion and reviews development plans with engineers and contractors.
4. Provides information on water and sewer operations.
5. Resolves technical problems.
6. Maintains records.
7. Writes specifications for equipment and supplies and requisitions materials.
8. Performs personnel functions, conducts staff meetings, and serves as a resource to subordinate personnel.

REQUIREMENTS

Education: BA/BS in related occupational field of study.
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 management and supervisory principles and practices, general codes and ordinances pertaining to water and sewer construction and maintenance, and civil engineering.
- Familiarity with Augusta-Richmond County Utilities system and the interrelated operations of pumps, electrical motors, gasoline engines, control valves, and 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.

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:	**Maintenance Worker II**	**Job Code:**	
Title:	**Grounds Maintenance Worker**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**June 30, 1997**
Reports to:	**Superintendent II**	**Job Grade:**	**38**

GENERAL SUMMARY: Cleans and maintains the administrative offices, labs, water production plant, and grounds within the guidelines of supervisory instructions and work orders. Reports to the Superintendent II or other designated person and works with co-workers to provide ground maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Sweeps, mops, waxes, and buffs floors.
2. Cleans restrooms and replenishes supplies; cleans drinking fountains, windows, and walls.
3. Replaces light bulbs, empties trash, and sweeps outside walks.
4. Performs minor maintenance and ground maintenance.
5. Operates a polishing machine and a vacuum cleaner.
6. Moves office equipment furniture and equipment.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.
Experience: 0-2 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 cleaning methods, materials, and equipment and groundskeeping methods and techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and makes routine building repairs.
- 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, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed indoors and outdoors with exposure to chemicals, 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:	**Instrumentation Technician**	**Job Code:**	
Title:	**Instrumentation Technician**	**Overtime:**	**Non-Exempt**
Department:	**Utilities – Water Production Division**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Heavy Maintenance Superintendent**	**Job Grade:**	**52**

GENERAL SUMMARY: Supervises the routine maintenance of electrical/instrumentation equipment for all water production facilities within the guidelines of department policies and regulations and supervisory instructions. Reports to the Heavy Maintenance Superintendent or other designated person and works with co-workers, employees, and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises, evaluates, and trains designated staff and serves as a resource to plant personnel.
2. Rebuilds/overhauls/calibrates all water plant electronic and instrumentation equipment.
3. Corresponds and works with regulatory agencies.
4. Prioritizes and schedules daily work agenda(s).
5. Assist maintenance personnel on major repair jobs.
6. Diagnoses and corrects problems and/or recommends solutions.
7. Maintains SCADA and related process control equipment.
8. Updates and maintains documentation using GBA software.
9. Assists in prepares annual budget and stocks inventory sufficient to ensure smooth plant production.

REQUIREMENTS

Education: Minimum High School diploma, trade school, or equivalent level of education REQUIRED, college preferred.
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 the water systems of Augusta.
- Proficiency in electronic and instrumentation repair.
- Mastery of mechanical skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently or with team.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- HAZMAT certification required within 12 months of employment.
- Must be able to perform 24 hour "on-call" duties

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 in an office and outdoors with exposure to noise, inclement weather, dirt, grease, dust, and machinery with moving parts.

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: Raw Water Pumping Station - Lead Operator **Job Code:**
Title: Raw Water Pumping Station - Lead Operator **Overtime: Non-Exempt**
Department: Utilities **Date Prepared: October 5, 2007**
Reports to: Assistant Operations Manager **Job Grade: 42**

GENERAL SUMMARY: Supervises shift, serves as a resource as necessary. Assist in the supervision of the plant facility, equipment, and personnel within the guidelines of department policies, procedures, and supervisory instructions. Reports to the Assistant Operations' Manager or other designated person and works with co-workers and employees to provide operational support. **Must possess or obtain Georgia Water Distribution Certification within one year.**

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs supervisory duties of other operators including coaching, training, evaluating and documenting employee development
2. Leads team task force projects to improve plant performance, appearance and public perception
3. Performs all duties of an operator including: hourly pump checks; constant pressure gauge checks; documents all activities
4. Controls gates for proper canal water level
5. Completes all monthly reports for water usage as needed
6. Serves as resource for subordinate personnel.
7. Performs other duties as assigned.

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 concepts and practices of supervision.
- Proficiency in mechanical inspections and repairs.
- Mastery of mechanical ability and aptitude.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess and maintains a valid drivers license for the type of vehicle or equipment operated.

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 in an office with exposure to noise, chemicals, and machinery with moving parts.

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:	**Water Treatment Plant - Lead Operator**	**Job Code:**	
Title:	**Lead Operator Class II**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Water Production Division**	**Date Prepared:**	**October 5, 2007**
Reports to:	**Asst. Operations Manager**	**Job Grade:**	**45**

GENERAL SUMMARY: Supervises shift, serves as a resource and fills in for Operation's Manager or Asst. Operations' Manager as necessary. Ensures all guidelines of state and federal drinking water regulations are met. Reports to the Water Treatment Plant Asst. Operation's Manager. ***Must possess or obtain Class I Georgia Water Treatment Certification within one year***.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Keep abreast of and assist in satisfying USEPA/EPD regulations.
2. Performs supervisory duties of other certified operators including coaching, training, evaluating, and documenting employee development.
3. Organizes and leads team task force projects to improve plant performance, appearance and public perception.
4. Performs inspections of plant operations and assists in annual sanitation survey.
5. Collects water samples, conducts bacteriological tests, performs quality analysis, records data, prepares monthly reports of bacteria test results, water usage, and chemical inventory.
6. Controls plant processes to insure an adequate quantity of water is delivered to customers and insures water quality meets or exceeds all USEPA/EPD standards.
7. Repairs and maintains machines, equipment, pumps, electrical equipment, and facilities.
8. Responds to customers concerning water system problems and insures problems are quickly documented and corrected.
9. Serves as a resource to subordinate and supervisory personnel.

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 system operations and handling and application of chemicals necessary to maintain safe water supply.
- Familiarity with water treatment plant and laboratory operations.
- Proficiency in water plant operation, math, and chemistry.
- Mastery using water analysis equipment and maintenance equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess and maintain a valid driver's license for the type vehicle or equipment operated.
- Possess or have ability to obtain and maintain HAZMAT certification

Physical Demands:
Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in office, laboratory, chemical storeroom, and in electrical and mechanical rooms with exposure to noise, hazardous chemicals, 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:	**Water Treatment Plant - Lead Operator**	**Job Code:**	
Title:	**Lead Operator - Class I**	**Overtime:**	**Non-exempt**
Department:	**Utilities – Water Production Division**	**Date Prepared:**	**October 5, 2007**
Reports to:	**Assistant Operations Manager**	**Job Grade:**	**48**

GENERAL SUMMARY: Supervises shift, serves as a resource and fills in for Operation's Manager or Asst. Operations' Manager as necessary. Ensures all guidelines of state and federal drinking water regulations are met. Reports to the Water Treatment Plant Assistant Operation's Manager. ***Must possess or obtain Class I Georgia Water Treatment Certification within one year***.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Keep abreast of and assist in satisfying USEPA/EPD regulations.
2. Performs supervisory duties of other certified operators including coaching, training, evaluating, and documenting employee development.
3. Organizes and leads team task force projects to improve plant performance, appearance and public perception.
4. Performs inspections of plant operations and assists in annual sanitation survey.
5. Collects water samples, conducts bacteriological tests, performs quality analysis, records data, and prepares monthly reports of bacteria test results, water usage, and chemical inventory.
6. Controls plant processes to insure an adequate quantity of water is delivered to customers and insures water quality meets or exceeds all USEPA/EPD standards.
7. Repairs and maintains machines, equipment, pumps, electrical equipment, and facilities.
8. Responds to customers concerning water system problems and insures problems are quickly documented and corrected.
9. Serves as a resource to subordinate and supervisory personnel.

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 system operations and handling and application of chemicals necessary to maintain safe water supply.
- Familiarity with water treatment plant and laboratory operations.
- Proficiency in water plant operation, math, and chemistry.
- Mastery using water analysis equipment and maintenance equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess and maintain a valid driver's license for the type vehicle or equipment operated.
- Possess or have ability to obtain and maintain HAZMAT certification

Physical Demands:
Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, using tools and equipment that require a high degree of manual dexterity. Ability to distinguish between shades of colors. Work is performed in office, laboratory, chemical storeroom, and in electrical and mechanical rooms with exposure to noise, hazardous chemicals, 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:	**RWPS Asst. Operations Manager**	**Job Code:**	
Title:	**Assistant Operation's Manager**	**Overtime:**	**Non-Exempt**
Department:	**Utilities – Water Production Division**	**Date Prepared:**	**October 5, 2007**
Reports to:	**RWPS Operations' Manager**	**Job Grade:**	**50**

GENERAL SUMMARY: Assists in the supervision of the Plant facility, equipment, and personnel within the guidelines of department policies, procedures, and supervisory instructions. Reports to the Pumping Station Operation's Manager or other designated person and works with co-workers and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists the plant Operation Manager as needed and performs his/her duties on his/her absence.
2. Performs supervisory duties of other operators including coaching, training, evaluating, disciplining, and documenting employee development.
3. Fills in for operators on occasion
4. Completes all monthly reports
5. Establishes shift schedules
6. Prioritizes work to ensure adequate staffing and smooth operation of the Raw Water Plant.
7. Serves as resource for subordinate personnel.
8. Performs other duties as assigned.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education. +2 years of higher education in a mechanical field preferred.

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 concepts and practices of supervision.
- Proficiency in mechanical inspections and repairs.
- Mastery of mechanical ability and aptitude.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess and maintains a valid drivers license for the type of vehicle or equipment operated.

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 in an office with exposure to noise, chemicals, and machinery with moving parts.

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:	**RWPS Operations Manager**	**Job Code:**	
Title:	**RWPS Operations Manager**	**Overtime:**	**Non-exempt**
Department:	**Utilities**	**Date Prepared:**	**October 5, 2007**
Reports to:	**Water Treatment Plant Superintendent**	**Job Grade:**	**52**

GENERAL SUMMARY: Oversees the operation of the pumping station within the guidelines of department policies and procedures and supervisory instructions. Reports to Water Treatment Plant Superintendent I or other designated person and works with co-workers and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises, maintains, and operates the City Locks, Augusta Canal and other control gates structures.
2. Maintains proper water level at the reservoir.
3. Keeps pumps and gates in proper working order.
4. Determines when to stack up or shut down pumps due to water in reservoir or bad weather.
5. Supervises activities of designated staff and serves as a resource to subordinate personnel.
6. Implements policies and procedures related to safety.

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 pumping station operations and supervisory methods.
- Proficiency in supervision and working with the public.
- Mastery of mechanical aptitude and ability.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess and maintains a valid drivers license for the type of vehicle or equipment operated.

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 in an office and at field sites with exposure to noise, fumes, and hazardous conditions often 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**	**Job Code:**	
Title:	**Heavy Maintenance Superintendent**	**Overtime:**	**Exempt**
Department:	**Utilities - Water Production Division**	**Date Prepared:**	**August 25, 1997**
Reports to:	**Assist Director Water Production**	**Job Grade:**	**54**

GENERAL SUMMARY: Supervises the routine maintenance of the water gates and mechanical equipment for water production facilities within the guidelines of department policies and regulations and supervisory instructions. Reports to Assistant Director-Water Production and works with co-workers and employees to provide maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises, evaluates, and trains designated staff and serves as a resource to subordinate personnel.
2. Rebuild/overhaul all plant equipment, pumps, chemical feeders, valves, etc.
3. Effectively assists mechanics assigned to him on major repair jobs.
4. Diagnose problems and recommend solutions.
5. Updates and maintains documentation using GBA software.
6. Report all defective non operational equipment to Assistant Director.
7. Maintain equipment records and reports.

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 the water systems of Augusta.
- Proficiency in operating machinery.
- Mastery of mechanical skills.
- 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 valid state operator/driver's license for the type vehicle or equipment operated.
- HAZMAT certification required within 12 months of employment.
- Must be able to perform 24 hour "on-call" duties

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 in an office and outdoors with exposure to noise, inclement weather, dirt, grease, dust, and machinery with moving parts.

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:	**Water Treatment Plant Superintendent I**	**Job Code:**	
Title:	**Hicks Water Filter Plant Superintendent**	**Overtime:**	**Exempt**
Department:	**Utilities-Water Production Division**	**Date Prepared:**	**October 5, 2007**
Reports to:	**Assistant Director**	**Job Grade:**	**56**

GENERAL SUMMARY: Responsible for directing the operations and surveying the personnel involved in the daily production of safe, excellent drinking water that meets guidelines of Federal and State Safe Drinking Water Rules and Regulations and supervisory instructions. Reports to the Assistant Director-Water Production or other designated person and works with co-workers, employees, and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises, evaluates, and trains designated staff and serves as a resource to subordinate personnel.
2. Establishes training programs for the operation of water treatment and safety.
3. Approves work schedules and establishes policies and procedures.
4. Submits division budget and monitors expenditures under existing budget.
5. Reviews daily operating reports to monitor correct feed rates of chemicals.
6. Monitors lab reports to ensure quality control and makes adjustments to achieve desired results.
7. Corresponds with USEPA and GAEPD concerning reports, samples, regulations, etc.
8. Oversees operation of Pistol Range Rd. RWPS and Groundwater Plants.

REQUIREMENTS

Education: BA/BS in related occupational field of study or 5+ years in similar position or sufficient experience.
Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with experience in water treatment operations and laboratory procedures.
Knowledge/Skills/Abilities:

- Considerable knowledge of management principles and practices.
- Familiarity with water plant operations.
- Proficiency in chemistry, laboratory procedures and operations, and environmental studies.
- 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 State Class I Water Operators Certifications for the Georgia State Board of Examiners.
- Possess and maintain a valid driver's license for the type vehicle or equipment operated

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects and using tools and equipment which require a high degree of manual dexterity. The work is performed in an office, laboratory, chemical room, and mechanical room with exposure to hazardous chemicals, dust, machinery with moving parts, and noise and may require protective clothing and gear.

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

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Commissioner Williams

Department:

Caption: Discuss the October 16th attorney's ruling regarding the admittance of persons under the age of 21 in a restaurant. **(Requested by Commission Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission

Cover Memo

Item # 3

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Disadvantaged Business Enterprise Program

Department: County Attorney

Caption: Approve the amended and restated Local Small Business Opportunities Program effective December 1, 2007 and repeal in its entirety the Disadvantaged Business Enterprise Program, City Code of Ordinances, Sections 1-10-58 through 1-10-62, inclusive as well as Sub-Section 1-10-6(f).

Background: See analysis

Analysis: The City of Augusta is under a Federal "Court Order Enjoining the Race-Based Portion of the Disadvantaged Business Enterprise DBE) Program" since March 14, 2007. Said DBE Program has been reviewed by the Defendant's Legal Counsel and Special Legal Counsel in consultation with the affected and the attached race-gender neutral Ordinance is presented for review and approval by the Administrative Services Committee. This ordinance does not replace Ordinance No. 6890 of May 16, 2006 Augusta's Local Vendor Preference Program. Policy choices remain after consultation with the affected Departments (Procurement and DBE Offices) and Special Legal Counsel. The versions favored by Procurement not in the draft ordinance are set forth in the Appendix to the ordinance. The ordinance included as an Appendix, as written, include the versions favored by both Procurement and DBE offices; Section 1-10-63 (B) and 1-10-63 (D).

Financial Impact:

Alternatives:

Recommendation: Discuss and approve the amended Local Small Business Opportunities Program effective December 1, 2007.

Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY:

Administrator.
Clerk of Commission

AN ORDINANCE TO REPEAL IN ITS ENTIRETY AUGUSTA-RICHMOND COUNTY'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM ORDINANCE BY REPEALING CODE SECTIONS 1-10-58 THROUGH 1-10-62, INCLUSIVE, AS WELL AS SUB-SECTION 1-10-6(F); TO CREATE A NEW ORDINANCE SO AS TO PROVIDE FOR RACE AND GENDER NEUTRAL PROGRAMS TO INVOLVE LOCAL SMALL BUSINESS IN THE ECONOMIC ACTIVITY GENERATED BY AUGUSTA-RICHMOND COUNTY GOVERNMENT; TO PROVIDE FOR THE ADMINISTRATION OF A LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM; TO AMEND CODE SECTION 1-10-8 REGARDING COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS; TO RENUMBER CERTAIN CODE SECTIONS IN CHAPTER 10 OF THE CODE OF ORDINANCES FOR ADMINISTRATIVE CONVENIENCE; TO REPEAL LAWS AND ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

SECTION ONE.

That Augusta-Richmond County's Disadvantaged Business Enterprise Program, Code of Ordinances Sections 1-10-58 through 1-10-62, inclusive, as well as Sub-Section 1-10-6(f) are repealed in its entirety.

SECTION TWO.

That the Augusta-Richmond County Commission does hereby ordain and establish a Local Small Business Opportunities Program effective December 1, 2007, which shall read as follows:

AUGUSTA, GEORGIA
AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM

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AUGUSTA, GEORGIA
AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM

GENERAL PRINCIPLES

§ 1-10-58. SHORT TITLE

This Ordinance and the codification hereof may be referred to as the "Augusta-Richmond County Local Small Business Opportunities Program Ordinance" ("LSBOP").

§ 1-10-59. OBJECTIVE

Augusta-Richmond County is firmly committed to the principles of equal opportunity and in keeping with these principles, hereby sets forth a program and establishes a mechanism for developing, approving, and implementing procedures by which local small business enterprises shall be identified, informed and educated regarding opportunities for supplying goods, general services, and construction services required by Augusta-Richmond County, and providing for objectives for bidders to incorporate the use of Local Small Businesses as commercially useful sub-contractors, thereby promoting balanced economic and community growth throughout Augusta-Richmond County. The LSBOP is a race and gender-neutral program.

§ 1-10-60. POLICY

It is the policy of Augusta-Richmond County that all necessary and reasonable steps shall be taken to ensure that local small business enterprises have the maximum opportunity to compete for and participate in all contracts and subcontracts funded by or through Augusta-Richmond County government. Further, the Augusta-Richmond County Commission has determined as a means to ensure full economic participation by small local business that a mechanism for developing, approving and implementing a LSBOP is required.

Augusta-Richmond County has established the LSBOP to promote opportunities for certified Local Small Business to participate in Augusta-Richmond County's contracting and procurement activities by requiring contractors to utilize certified Local Small Businesses to perform commercially useful functions to the maximum extent possible and as economically feasible, as partners or subcontractors for service delivery or as suppliers of various goods required in the performance of a contract. This LSBOP is in addition to and shall not supplant the Local Preference Ordinance, Code §1-10-6.

Augusta's Local Small Business Opportunities Program shall comply with federal and state requirements applicable to small or disadvantaged business, including but not limited to those requirements set forth by regulation by the Federal Aviation Administration, U.S. Department of Defense, U.S. Department of Housing & Urban Development, and the Georgia Department of Transportation. It is expressly recognized that such federal and state regulations preempt Augusta's regulations regarding this subject.

§ 1-10-61. DEFINITIONS

(a) Generally. Those definitions set forth in Chapter 10 of the Code of Ordinances shall also apply to this Article, except as provided in this section.

(b) Specifically.

(1) **Bidder** – any person or entity that submits a bid to provide labor, goods or services to Augusta-Richmond County by contract in response to a bid or other solicitation by Augusta-Richmond County.

(2) **Certified Local Small Business** – any business entity certified by the DBE Coordinator, providing goods or services, which has its principal office and place of doing business in Augusta-Richmond County; with gross annual receipts being less than $500,000; and whose owners meet the personal net worth threshold, all as defined herein. The term Local Small Business shall also include a manufacturer with seventy-five (75) employees or less or wholesaler with fifty (50) employees or less without regard to gross revenues.

(3) **Citizen's Small Business Advisory Board** (CSBAB) – Is a council to advise the Commission and DBE Coordinator of matters pertaining to this section, and to meet with small businesses to review and advise as to the issues in program administration. *See* Consolidation Act, Ga. Laws 1995, p. 3648, §1-40. Members are appointed by the Mayor, Commission and the Richmond County Legislative Delegation to the Georgia General Assembly. A list of the appointees is maintained in the Clerk of Commission's Office and is incorporated herein by reference.

(4) **Competitive Bidding** – process used by Augusta-Richmond County to request and receive sealed bids for labor, goods and services wherein the winning Bidder selected present the lowest qualified bid using any of the methods authorized by Article 6 of this chapter.

(5) **Commercially Useful Function** – For the purpose of determining whether a registered Local Small Business is performing a commercially useful function, DBE Coordinator shall consider all of the facts in the record, viewed as a whole, including without limitation the following:

A. A Local Small Business performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.

B. To perform a commercially useful function, the Local Small Business must be responsible, with respect to material and supplies used on the contract or sub-contract for which it is engaged, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

C. A Local Small Business does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Local Small Business participation. In determining whether a Local Small Business is such an extra participant, the DBE Coordinator will examine similar transactions, particularly those in which Local Small Businesses do not participate.

(6) **Contract** – total legal obligation that results from the parties' agreement as affected by this Code of Ordinances and any other applicable rules of law. (O.C.G.A. §11-1-201)

(7) **Good Faith Efforts** – Techniques used by a bidder/proposer to seek Local Small Businesses to participate as a subcontractor or supplier required to fulfill the bid/proposal request for participation. Such good faith efforts of a bidder/proposer include, but are not necessarily limited to, the following actions:

A. Including qualified Local Small Businesses (LSB's) in the prime contractor's solicitations for subcontractors and suppliers.

B. Assuring that LSB's are solicited whenever such business enterprises can perform a commercially useful function.

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of LSB's.

D. Establishing delivery schedules, where the requirements of the prime contract permit, which encourage participation of LSB's.

E. Using the services and the assistance of the DBE Coordinator in the identification of qualified LSB's and negotiating subcontracts and supply contracts with such enterprises.

F. Requiring each first tier subcontractor to take the affirmative steps outlined in sub paragraphs 1 through 5 above with respect to the identification and usage of second or third tier sub-contractors.

G. Placing notices of opportunities for qualified LSB's to perform subcontracting work on the eligible project in newspapers, trade journals, and other relevant publications, including publications specifically targeted to local small businesses, or communicating such notices of opportunities via the Internet or by other available media or means.

H. Designating portions of the work for LSB subcontracting in trades with available LSB subcontractors.

J. Providing a minimum of five (5) days notice to LSB's when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

8. **Gross Receipts** – total income or, in the case of sole proprietorship gross income, plus "cost of goods sold" as these terms are defined or reported on Internal Revenue Service (IRS) Federal tax return forms; Form 1120 for corporations; Form 1120S for Subchapter S corporations; Form 1065 for partnerships; and Form 1040, Schedule F for farm or Schedule C for sole proprietorships.

9. **Joint Venture** – an association of two or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills, and knowledge.

10. **Local Small Business or "LSB"** - a corporation, sole proprietorship, partnership or other business organization that meets the requirements for registration as such with Augusta-Richmond County in accordance with Section 1-10-64 of this code.

11. **Monthly Utilization Report or MUR** – a memorialization by a prime contractor of all subcontracting and Local Small Business participation utilized on a contract. Contractors/vendors are required to submit the Monthly Utilization Reports on all subcontracting participation to the DBE Coordinator.

12. **Non-Discrimination Statement** – Written affirmation made by a bidder relating to the bidder's conduct prior to submission of a bid as well as after award of a contract that the bidder agrees to:

A. Follow the policies of Augusta-Richmond County relating to the participation of LSB's.

B. Undertake certain measures to ensure the maximum practicable participation by LSB's; and

C. Not engage in discriminatory conduct against LSB's inconsistent with the policy.

13. **Personal Net Worth** – net value of the assets of an individual owner, after total liabilities are deducted must not exceed seven hundred and fifty thousand dollars ($750,000). An individual's Personal Net Worth does not include the individual's ownership interest and the individual's equity in his or her primary place of residence. An individual's Personal Net Worth includes his or her share of assets held jointly with the individual's spouse. Property held by the entireties is deemed to be owned equally by the spouse.

14. **Prime Contractor** – a person or firm who is awarded a contract from Augusta-Richmond County for provision of goods or services and has the primary responsibility for performance of the contract. The Prime Contractor may subcontract portions of the work required to Subcontractors, as indicated in the bid or solicitation documents.

15. **Proponent** – any person or entity that submits a proposal to provide labor, goods, or services to Augusta-Richmond County by contract in response to a Request for Proposal, Request for Qualifications or Request for Competitive, Sealed Proposal.

16. **Schedule of LSB Participation** – Written data sheet which is a required submittal for a bid or proposal that lists proposed LSB subcontractors and the estimated value of proposed sub-contracts.

§ 1-10-62. APPLICATION; EFFECTIVE DATE.

This ordinance shall apply to all bids, proposals, contracts, expenditures and purchases commenced by Augusta-Richmond County on and after December 1, 2007, as further described below, except sole source or emergency procurement.

§ 1-10-63. PROGRAM ADMINISTRATION

A. SERVICES TO BE PROVIDED BY THE LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM (LSBOP)

The DBE Coordinator shall have the primary responsibility to assure that the LSBOP is effectively and equitably carried out in Augusta-Richmond County. The DBE Coordinator shall direct the LSBOP so as to work in partnership with the Procurement Program set forth in Chapter 10 of ARC Code. Other Augusta-Richmond County officials and management personnel shall give their full cooperation towards the implementation of the program.

B. PROGRAM

The Local Small Business Opportunities Program administration consists of performing vendor certification, education and outreach, and review of bid and proposal documents. Specifically, the program shall consist of:

(1) Developing and administering LSB registration criteria and procedures.

(2) Establishing and maintaining a directory available to the public of registered LSBs capable of supplying the type and quality of equipment, supplies, general services, construction, and professional services required by Augusta-Richmond County.

(3) Regularly seeking out and registering new LSB's to bid on Augusta-Richmond County purchases and solicitations.

(4) Notifying vendors of their registration status and advising non-registered parties of their right to appeal which shall be filed with the County Administrator within seven (7) days of receipt of such notice.

(5) Developing annual forecasts and periodically updating same based on a review of anticipated purchases and certified LSB's.

(6) Monitoring and reporting on legislative and judicial actions relevant to local, small business interests.

(7) Reviewing specifications and bid documents with the Procurement Department to ensure maximum opportunities for registered LSBs to compete on an equal basis for contracting opportunities and to perform commercially useful functions.

(8) Convening and/or participating in information sessions with LSB's regarding bid requirements and contract performance.

(9) Providing technical assistance, conducting seminars, visiting vendors, and performing other outreach services to encourage and increase participation in Augusta-Richmond County's bidding process by LSB's.

(10) Exploring and developing other means of expanding the program, and attracting and increasing LSB participation including joint efforts with other governmental agencies and authorities.

(11) Refer LSB's to third party development assistance providers when appropriate for bonding, financial and technical assistance.

(12) Attend pre-bid, pre-qualification or pre-proposal conferences to provide information on the LSBOP.

(13) Preparing and presenting an annual LSBOP report to the Augusta-Richmond County Commission.

(14) Assist prime contractors and other potential bidders in identifying and contacting LSBS.

(15) Develop outreach programs specifically targeted to educate LSBs about the LINK DEPOSIT PROGRAM.

C. PROCUREMENT DEPARTMENT RESPONSIBILITIES

(1) Notify all registered vendors of formal bid opportunities through direct solicitation or public advertisement, including information on the LSBOP.

(2) Work with project managers or user agencies to divide larger projects into smaller projects or contracts when commercially appropriate, in order to create more opportunities for LSB's to participate in contracts let by Augusta-Richmond County.

(3) Provide data and technical assistance to support the outreach efforts of the LSBOP as necessary and appropriate.

(4) Develop and utilize specifications that are open and competitive.

(5) The Procurement Director, in consultation the DBE Coordinator, the Using Agency and the Finance Director, may make special provision for progress payments as deemed reasonable to assist LSB's to carry out the terms of a contract.

(6) When a LSB is awarded a contract with Augusta-Richmond County, the Procurement Director may furnish written confirmation of the same, providing the terms of the contract which may be used by the LSB in negotiating lines of credit with lending institutions.

D. EVALUATION OF THE LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM BY AUGUSTA-RICHMOND COUNTY COMMISSION.

The Local Small Business Opportunities Assistance Program shall be evaluated on an annual basis. Each annual report shall be compiled by the DBE Coordinator and shall compare the fiscal year ending with the previous fiscal year. Evaluation of the program may include:

1) Number of LSB firms certified or registered.
2) Training and technical assistance offered to LSBs
3) Dissemination of LSBOP information at pre-bid conferences.
4) Evaluation of the effectiveness of the LSB in relation to the achievement of Augusta-Richmond County's goals set forth under this policy, including the utilization of LSB's on contracts.

§ 1-10-64. REGISTRATION AND CERTIFICATION PROCEDURES

A. REGISTRATION CRITERIA; ACCEPTANCE OF CERTIFICATION BY OTHER GOVERNMENTAL AGENCIES.

The Augusta-Richmond County's Local Small Business Opportunities Program requires prior registration or evidence of current certification of a Local Small Business in order to count the participation of that Local Small Business toward program goals. Eligibility requirements for registration are:

(1) Certification as to small business status may be accepted from other local governmental, state or federal agencies that apply criteria substantially similar to that imposed by this ordinance.

(2) Applicant firm must complete an appropriate application form obtained from the DBE Coordinator and must qualify as a local small business, as the term is defined in this Article as to principle place of business, gross annual receipts and personal net worth thresholds.

(3) Representations as to a business entity's gross annual revenues, payroll, and personal net worth of individual applicants, shall be subject to audit by the DBE Coordinator. A location utilized solely as a post office box, mailbox, mail drop, virtual office, telephone message center, or any combination thereof, with no

substantial work function, shall not be deemed to be a significant local presence sufficient to qualify as a local small business.

(4) Applicant firm must possess a valid Augusta-Richmond County business license for six (6) months prior to submitting their LSBOP registration application;

(5) The firm's three-year average annual gross receipts, as defined herein, must not exceed $500,000 in annual gross receipts;

(6) Applicant firm owner must be a citizen or lawfully admitted permanent resident of the United States;

(7) Applicant firm must be a business, including a sole proprietorship, partnership, corporations, limited liability company, or any other business or professional entity:

(a) which is at least fifty-one (51) percent owned by one (1) or more of the applicant individuals identified, and the ownership must have been in existence for one (1) year or more, and the applicant individual must have maintained such fifty-one (51) percent ownership for at least one (1) year; and

(b) in the case of a publicly-owned business, at least fifty-one (51) percent of all classes of stock which is owned by one (1) or more of such persons, each of whom meets the net worth criteria as defined herein.

(8) No individual owner of an applicant firm, or if a sole proprietorship or partnership the individuals themselves, may have a personal net worth that exceeds $750,000, as that term is defined in this Article.

(9) No LSB shall be registered solely on the basis of the race or gender of its ownership regime.

B. RENEWAL OF REGISTRATION

LSB registration is valid for a two-year period beginning on the date Augusta-Richmond County registers the business. To re-apply, a local small business must submit a new application and evidence of continuing eligibility.

It is the responsibility of the LSB to notify DBE Coordinator of any change in its circumstances affecting its continued eligibility for the program. Failure to do so may result in the firm's de-registration and preclusion from future participation in the LSBOP;

(a) A Local Small Business that no longer meets registration criteria shall not be re-registered by the DBE Coordinator;

(b) Firms that have been denied registration or re-registration may protest the denial as follows:

i. Within seven (7) days of receipt of denial of registration or re-registration, the firm may protest such action in writing to the DBE Coordinator;

ii. A hearing shall be held by the County Administrator at which time the firm may present additional facts and evidence in support of its eligibility. The County Administrator shall control all aspects of the hearing, including scheduling, conduct, witnesses, and evidence, and may request the attendance of witnesses and production of particular documents;

iii. The County Administrator shall send written notice of the decision to the firm within 30 days of the hearing.

iv. A firm found to be ineligible cannot apply for registration or re-registration for a period of one year after the effective date of the final decision.

C. LIMITATIONS

Notwithstanding any other provision of this program except on a finding of good cause by Augusta-Richmond County, a registered LSB is no longer eligible to participate in the LSBOP after being enrolled for ten (10) consecutive years regardless of whether the firm received contracts or prime contracts under the program. If a firm has been released from the program before graduation as a result of exceeding the LSBOP thresholds, it will still be eligible to receive contracts from ARC, but such participation will not be counted toward the LSBOP goal of identifying and employing local small businesses to the greatest extent possible.

In determining whether a good cause exists for a firm to continue participation beyond ten (10) consecutive years, ARC may review all relevant factors such as amount of business previously received by the firm, and capability of other small firms to provide goods and services, impact on a potential contract opportunity for other local businesses to compete. In no event shall a firm's participation in the program extend beyond fifteen (15) years.

Participation or registration as a LSB in the LSBOP shall not preclude a registered firm from competing for a prime contract with Augusta-Richmond County on the same basis as other prime contractors or suppliers.

D. GRADUATION

Augusta Richmond County shall graduate an LSB business from eligibility as an LSB. The LSB business will be graduated from LSB if any one of the following occurs:

(1) The LSB's gross revenues in each of the previous consecutive three (3) years exceeds an average of $500,000.00;

(2) The net worth of any owner of an LSB exceeds an average of $750,000.00 for each of the previous consecutive three (3) years, exclusive of principal residence and the value of the LSB; or

(3) The LSB business has participated in the LSB for ten years and ARC has not approved an extension of participation based on good cause.

§ 1-10-65. LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM PARTICIPATION

A. SEALED BIDS, SEALED PROPOSALS, PROFESSIONAL SERVICES AND OTHER MAJOR PURCHASING

The following procedures and contract requirements will be used to insure that LSB's are encouraged to participate in Augusta-Richmond County contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts:

(1) Bid conditions, requests for proposals, and all other specifications for contracts awarded by Augusta-Richmond County will require that, where subcontracting is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from LSB's. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

(2) With the bid, each bidder will be required to state if it intends to subcontract any part of the work. Prior to award of contract where the apparent low bidder indicated plans to subcontract, the bidder shall be required to provide documentation of Good Faith Efforts to engage LSB's as subcontractors or suppliers, the names of LSB's and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed.

(3) For all such contracts, the Procurement Department will provide the DBE Coordinator with a copy of the invitation to bid or bid specifications, including the scope of work. The DBE Coordinator will identify the existence of certified LSB's which are qualified to submit bids as prime contractors.

(4) The DBE Coordinator shall identify subcontracting opportunities and shall make available trade-specific lists of certified LSB's to potential prime contractors. Prime contractors are encouraged to form Joint Ventures with LSBs to perform major contracts, particularly in the areas of construction and professional services.

(5) Within thirty (30) days of the adoption of this Ordinance, the Procurement Department will include a copy of this ordinance in each bid or proposal.

(6) All bid documents shall require bidders or proponents to submit with their bid in a separate sealed envelope the following:

(a) Non-Discrimination Statement which shall affirm the bidder's: (i) adherence to the policies of Augusta-Richmond County relating to equal opportunity in contracting; (ii) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (iii) agreement not to engage in discriminatory conduct of any type against LSB's.

(b) Proposed Schedule of local small business participation.

(c) Documentation of Good Faith Efforts to use LSB's.

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

(7) All Augusta-Richmond County contracts shall require that during the term of the contract, the contractor will:

(a) Fulfill the LSB participation commitments that were submitted in connection with the bids or proposal;

(b) Continue to make Good Faith Efforts to utilize LSB's for the performance of the contract;

(c) Maintain records necessary for monitoring Good Faith Efforts.

(8) Before advertising and soliciting bids, the DBE Coordinator and using department will assess if large contracts can be segmented into multiple contracts. Methods to be considered include:

i. The term of a contract may be shortened that results in a dual effect; the reduction of quantity required, and the risk inherent in guaranteeing prices over a longer period of time.

ii. Work to be performed may be grouped according to geographic location within Augusta-Richmond County.

B. DEPARTMENTAL PURCHASE REQUIREMENTS (SMALL PURCHASES, QUOTATIONS, OR INFORMAL BIDS).

Subject to the dollar limits set forth under Augusta-Richmond County ordinance, departments are authorized to make small purchases using Agency Purchase Orders. Departments shall be directed by the County Administrator to utilize LSB's on small purchases whenever possible and appropriate.

(1) The DBE Coordinator shall make available to every Augusta-Richmond County department a directory of registered LSB's and encourage their use of by departments.

(2) The DBE Coordinator shall provide annual training to all Augusta-Richmond County Departments on the Local Small Business Opportunities Program.

(3) The DBE Coordinator shall track LSB purchases by department and provide feedback to department heads and the DBE Coordinator on use of LSB's for small purchases.

(4) The Procurement Director shall ensure that all Augusta-Richmond County specifications for goods and services do not contain any unnecessary impediment to LSB participation in the bid process. The DBE Coordinator will make recommendations to the Procurement Director when a specification appears to impede LSB's from competitively participating in a bid.

(5) For small purchases, quotations or informal bids, the Using Department will solicit bids from registered LSB's to supply the required materials, equipment, supplies or services using the LSB Registry created and maintained by the DBE Coordinator

(6) The DBE Coordinator will notify the Procurement Director whenever there are no registered LSB's available for utilization on a project-by-project basis. The DBE Coordinator will attempt to identify qualified LSB's, and if successful, will notify the Procurement Director of their registration and availability. The Procurement Director will include such LSB's in bid/quote solicitation lists.

C. PROCUREMENT DEPARTMENT BUYER'S RESPONSIBILITIES

(1) For all purchases on which written bids are sought, registered LSB's which are ready, willing and able to perform the required services or provide the required commodity will be solicited for a written quotation or bid.

(2) Purchases from LSB's shall be tracked by the buyer.

D. MAINTENANCE OF RECORDS

(1) The DBE Coordinator, with the assistance of the Department of Information Technology, shall compile data on LSB participation. Information on prime contract awards and subcontractor utilization will be maintained by the DBE Coordinator who will gather information from all user Departments on a quarterly basis.

(2) LSB utilization statistics shall be maintained in the following manner:

(a) Contracts and purchases shall be grouped into four categories: construction, professional services, general services and materials/equipment/supplies.

(b) Statistics shall measure overall awards to LSB's by category of purchase (*i.e.* construction, professional services, general services, and materials/equipment/supplies).

(3) The following statistics shall be reported not less than annually to the Augusta-Richmond County Commission by the DBE Coordinator.

(a) Regarding purchases of professional services, general services and material/equipment/supplies made through the competitive bid and quotation process:

Total value of purchases
Total value of purchases from LSB's

(b) Regarding small purchases by operating department using Agency Purchase Orders:

Total value of small purchases by Augusta-Richmond County Department
Total value of small purchases from LSB's by Department

(c) Regarding construction purchases:

Total value of construction contract awards
Total value of construction contracts awarded to LSB's as prime contractors.
Total value of subcontracts awarded to LSB's

E. COMPLIANCE

(1) It will be the duty of the Procurement Director to ensure that bids or proposals issued from the Procurement Department adhere to the provisions set forth in this Policy.

(2) The Procurement Director, and all department directors will assume responsibility for evaluating compliance with this program in their respective contract areas and will review, on a continuing basis, all aspects of the program's operations to assure that the purpose is being attained and reporting same to the DBE Coordinator for tracking and annual report purposes.

(3) Each Augusta-Richmond County contract will contain a provision requiring compliance with this policy including maintenance of records, good faith efforts, and maintenance of information necessary to document compliance, and include the right of the DBE Coordinator or Procurement Director, or their respective

designees to inspect such records. The record will be a part of the official files located in the Procurement Office.

(4) The DBE Coordinator shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with this policy, Augusta-Richmond County Code and any State and Federal Laws applicable to any bid specifications for competitive sealed bid or competitive sealed proposal projects prior to award of the contract.

(5) Each Augusta-Richmond County contract will contain a provision prohibiting any agreements between a contractor and an LSB in which the LSB promises not to provide subcontracting quotations to other bidders or potential bidders.

F. COMPETITIVE BIDS

Nothing in this Policy is to be construed to require Augusta-Richmond County to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from LSB's who do not submit the best overall pricing to Augusta-Richmond County.

G. OUTREACH

To maximize the identification, certification and utilization of LSB's, the following efforts will be undertaken by the DBE Coordinator:

A. Increase efforts to locate and register additional vendors, service providers, and construction contractors that can provide goods and services for Augusta-Richmond County through media, vendor fairs, and electronic message boards.

B. As GDOT, DOD and FAA certified construction contractors are located, invite local firms to register with Augusta-Richmond County in accordance with the requirements of this Article in order to create an enhanced resource to using departments, buyers and prime contractors to locate registered LSB's for projects that can utilize LSB's for a commercially useful function.

C. Supply information to the Board of Commissioners regarding the ordinance and offer opportunities for ways in which the Board of Commission can be an advocate of the LSBOP.

§ 1-10-66. EXCEPTIONS – FEDERALLY FUNDED PROJECTS

In accordance with §1-10-8, this chapter shall not apply to any bid or procurement to which federal or state laws, regulations or guidelines regarding the use of disadvantaged businesses or other requirements apply.

§ 1-10-67. CITIZENS ADVISORY COUNCIL

LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM, CITIZENS ADVISORY COUNCIL (CAC) shall be constituted to advise the Commission and DBE Coordinator on matters related to this ordinance, and to meet with local small businesses, to review and provide input as to the issues in program administration. *See* Consolidation Act, Ga. Laws 1995, p. 3648, §1-40. Members are appointed by the Mayor, Commission and the Richmond County Legislative Delegation. A list of the appointees is maintained in the Clerk of Commission's Office and is incorporated herein by reference.

SECTION THREE

That Chapter 10, Article One, Section 1-10-8 be amended by deleting the existing language in its entirety and inserting the following in lieu thereof:

§ 1-10-8. COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

When a procurement transaction involves the expenditure of State or Federal funds or financial assistance, the transaction shall be conducted in accordance with any applicable mandatory State or Federal laws and authorized regulations which are not reflected in this chapter. Notwithstanding the foregoing, where State and Federal assistance or contract funds are used in procurement transaction, any applicable local requirements that are more restrictive than State or Federal requirements but not in conflict therewith shall be followed.

SECTION FOUR

That Code Sections 1-10-63 through 1-10-66 shall be renumbered and redesignated as Code Sections 1-10-96 through 1-10-99, inclusive:

§ 1-10-96. AUTHORITY TO SUSPEND OR DEBAR FROM QUALIFIED BIDDER /PROPOSER LIST

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Augusta-Richmond County Commission is authorized to suspend or debar a person for cause from consideration for award of contracts. The suspension may be for a period of not more than three months. The debarment shall be for a period of not more than three years. The Augusta-Richmond County Administrator is authorized to suspend a person from consideration for award of contracts if there is any activity which might lead to debarment. The Administrator's suspension shall be for a period not to exceed 30 days.

§ 1-10-97. CAUSES FOR SUSPENSION AND DEBARMENT

The causes for suspension or debarment may include, but are not limited to:

(a) conviction for the commission of a criminal offense as an incident to obtaining or attempting to obtain any public or private contract or subcontract, or in the performance of such contract or subcontract;

(b) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, indicating a lack of business integrity or business honesty;

(c) Conviction under state or federal antitrust statutes arising out of the submission of any bids or proposals;

(d) Violation of prior Augusta-Richmond County contract provisions, as set forth below, of a character which is regarded by Augusta-Richmond County to be so serious as to justify suspension or debarment action, such as a deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in any prior Augusta-Richmond County contract; or a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more Augusta-Richmond County contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be basis for debarment;

(e) Any other cause determined to be so serious and compelling that would materially affect or has materially affected the responsibility of a contractor in the performance of his duties under any contract, including debarment by another governmental entity for any cause listed in this chapter; and

(f) For violation of any ethical standards set forth in Article 2 (Ethics in Public Contracting) of this chapter.

§ 1-10-98. DECISION TO SUSPEND OR DEBAR:

Any decision to suspend or debar a person may be made by the Augusta-Richmond County Administrator or to recommend suspension or debarment to the Commission shall be in writing and shall state the reasons for the action or recommended action and inform the suspended person of their rights to an administrative appeal to the Commission. Any decision by the Commission to suspend or debar any person from the procurement process shall be on the record and in writing and shall state the reasons for the action taken.

§ 1-10-99. NOTICE OF DECISION

A copy of the written decision required by § 1-10-98 (Decision to Suspend or Debar) shall be mailed by certified mail, return receipt requested, to the suspended or debarred person.

SECTION FIVE.

Upon the passage of an authorizing resolution and an adequate appropriation, Augusta shall conduct a Disparity Study to inquire into race and gender disparities which may or may not affect the further amendment to this ordinance.

SECTION SIX.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

The foregoing Ordinance is hereby adopted by the Augusta-Richmond County Commission this _____ day of _____, 2007.

David S. Copenhaver
Mayor

ATTEST:

Clerk

First Reading:

Second Reading:

AN ORDINANCE TO REPEAL IN ITS ENTIRETY AUGUSTA-RICHMOND COUNTY'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM ORDINANCE, CODE SECTIONS 1-10-58 THROUGH 1-10-62, INCLUSIVE; TO CREATE A NEW ORDINANCE SO AS TO PROVIDE FOR RACE AND GENDER NEUTRAL PROGRAMS TO INVOLVE LOCAL SMALL BUSINESS IN THE ECONOMIC ACTIVITY GENERATED BY AUGUSTA-RICHMOND COUNTY GOVERNMENT; TO PROVIDE FOR THE ADMINISTRATION OF A LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM; TO REPEAL LAWS AND ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

SECTION 1.

That Augusta-Richmond County's Disadvantaged Business Enterprise Program, Code of Ordinances Sections 1-10-58 through 1-10-62, inclusive, is repealed in its entirety.

SECTION 2.

The Augusta-Richmond County Commission does hereby ordain and establish a Local Small Business Opportunities Program effective December 1, 2007.

AUGUSTA, GEORGIA
AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM

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AUGUSTA, GEORGIA
AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM

GENERAL PRINCIPLES

§ 1-10-58. SHORT TITLE

This Ordinance and/or the codification hereof may be referred to as the "Augusta-Richmond County Local Small Business Opportunities Program Ordinance" ("LSBOP").

§ 1-10-59. OBJECTIVE

Augusta-Richmond County is firmly committed to the principles of equal opportunity and in keeping with these principles, hereby sets forth a program and establishes a mechanism for developing, approving, and implementing procedures by which local small business enterprises shall be identified, informed and educated regarding opportunities for supplying goods, general services, and construction services required by Augusta-Richmond County, and providing for objectives for bidders to incorporate the use of Local Small Businesses as commercially useful sub-contractors, thereby promoting balanced economic and community growth throughout Augusta-Richmond County. The LSBOP is a race and gender-neutral program.

§ 1-10-60. POLICY

It is the policy of Augusta-Richmond County that all necessary and reasonable steps shall be taken to ensure that local small business enterprises have the maximum opportunity to compete for and participate in all contracts and subcontracts funded by or through Augusta-Richmond County government. Further, the Augusta-Richmond County Commission has determined as a means to ensure full economic participation by small local business that a mechanism for developing, approving and implementing a LSBOP is required.

Augusta-Richmond County has established the LSBOP to promote opportunities for certified Local Small Business to participate in Augusta-Richmond County's contracting and procurement activities by requiring contractors to utilize certified Local Small Businesses to perform commercially useful functions to the maximum extent possible and as economically feasible, as partners or subcontractors for service delivery or as suppliers of various goods required in the performance of a contract. This LSBOP is in addition to and shall not supplant the Local Preference Ordinance, Code §1-10-6. what is 1.10.6

Augusta's Local Small Business Opportunities Program shall comply with federal and state requirements applicable to small ~~or disadvantaged~~ business, including but not limited to those requirements set forth by regulation by the Federal Aviation Administration, U.S. Department of Housing & Urban Development, and Georgia Department of Transportation. It is expressly recognized that such federal and state regulations preempt Augusta's regulations regarding this subject.

§ 1-10-61. DEFINITIONS

(a) Generally. Those definitions set forth in Chapter 10 of the Code of Ordinances shall also apply to this Article, except as provided in this section.

(b) Specifically.

Bidder – any person or entity that submits a bid to provide labor, goods or services to Augusta-Richmond County by contract in response to a bid or other solicitation by Augusta-Richmond County.

Certified Local Small Business – any business entity certified by the DBE Coordinator, providing goods or services, which has its principal office and place of doing business in Augusta-Richmond County; with gross annual receipts being less than $500,000; and whose owners meet the personal net worth threshold, all as defined herein. The term Local Small Business shall also include a manufacturer with seventy-five (75) employees or less or wholesaler with fifty (50) employees or less without regard to gross revenues.

Citizen's Small Business Advisory Board (CSBAB) – Is a council to advise the Commission and DBE Coordinator of matters pertaining to this section, and to meet with small businesses to review and advise as to the issues in program administration. *See* Consolidation Act, Ga. Laws 1995, p. 3648, §1-40. Members are appointed by the Mayor, Commission and the Richmond County Legislative Delegation. A list of the appointees is maintained in the Clerk of Commission's Office and is incorporated herein by reference.

Competitive Bidding – process used by Augusta-Richmond County to request and receive sealed bids for labor, goods and services wherein the winning Bidder selected present the lowest qualified bid using any of the methods authorized by Article 6 of this chapter.

Commercially Useful Function – For the purpose of determining whether a Local Small Business is performing a commercially useful function, DBE Coordinator shall consider all of the facts in the record, viewed as a whole, including without limitation the following: Will they have local licenses? How will this affect the gross receipts of the company and the number of employees employed by a commericially useful company?

(1) A Local Small Business performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.

(2) To perform a commercially useful function, the Local Small Business must be responsible, with respect to material and supplies used on the contract or sub-contract for which it is engaged, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

(3) A Local Small Business does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project

through which funds are passed in order to obtain the appearance of Local Small Business participation. In determining whether a Local Small Business is such an extra participant, the DBE Coordinator will examine similar transactions, particularly those in which Local Small Businesses do not participate.

Contract – total legal obligation that results from the parties' agreement as affected by this title and any other applicable rules of law. (O.C.G.A. §11-1-201) What is O.C.G.A 11-1-201?

Good Faith Efforts – Techniques used by a bidder/proposer to seek Local Small Businesses (LSB's) to participate (§ 1-10-9) What is 1-10-9 ?as a subcontractor or supplier required to fulfill the bid/proposal request for participation. Such good faith efforts of a bidder/proposer include, but are not necessarily limited to, the following actions:

(1) Including qualified Local Small Businesses (LSB's) in the prime contractor's solicitations for subcontractors and suppliers.

(2) Assuring that LSB's are solicited whenever such business enterprises can perform a commercially useful function.

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of LSB's.

(4) ~~Establishing delivery schedules,~~Assit the Procurement Director and Project Manager in establishing delivery schedules where the requirements of the prime contract permit, which encourage participation of LSB's.

(5) Using the services and the assistance of the DBE Coordinator in the identification of qualified LSB's and negotiating subcontracts and supply contracts with such enterprises.

(6) Requiring each first tier subcontractor to take the affirmative steps outlined in sub paragraphs 1 through 5 above with respect to the identification and usage of second or third tier sub-contractors.

(7) Placing notices of opportunities for qualified LSB's to perform subcontracting work on the eligible project in newspapers, trade journals, and other relevant publications, including publications specifically targeted to local small businesses, or communicating such notices of opportunities via the Internet or by other available media or means.

(8) Designating portions of the work for LSB subcontracting in trades with available LSB subcontractors.

(9) Providing a minimum of five (5) days notice to LSB's when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Gross Receipts – total income or, in the case of sole proprietorship gross income, plus "cost of goods sold" as these terms are defined or reported on Internal Revenue Service (IRS) Federal tax

return forms; Form 1120 for corporations; Form 1120S for Subchapter S corporations; Form 1065 for partnerships; and Form 1040, Schedule F for farm or Schedule C for sole proprietorships.

Joint Venture – an association of two or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills, and knowledge.

Monthly Utilization Report or MUR – a memorialization by a prime contractor of all subcontracting and Local Small Business participation utilized on a contract. Contractors/vendors are required to submit the Monthly Utilization Reports on all subcontracting participation to the DBE Coordinator.

Non-Discrimination Statement – Written affirmation made by a bidder relating to the bidder's conduct prior to submission of a bid as well as after award of a contract that the bidder agrees to:

(1) Follow the policies of the City of Augusta relating to the participation of LSB's.

(2) Undertake certain measures to ensure the maximum practicable participation by LSB's; and

(3) Not engage in discriminatory conduct against LSB's inconsistent with the policy.

Personal Net Worth – net value of the assets of an individual owner, after total liabilities are deducted must not exceed seven hundred and fifty thousand dollars ($750,000). An individual's Personal Net Worth does not include the individual's ownership interest and the individual's equity in his or her primary place of residence. An individual's Personal Net Worth includes his or her share of assets held jointly with the individual's spouse. Property held by the entireties is deemed to be owned equally by the spouse.

Prime Contractor – a person or firm who is awarded a contract from Augusta-Richmond County for provision of goods or services and has the primary responsibility for performance of the contract. The Prime Contractor may subcontract portions of the work required to Subcontractors, as indicated in the bid or solicitation documents.

Proponent – any person or entity that submits a proposal to provide labor, goods, or services to Augusta-Richmond County by contract in response to a Request for Proposal, Request for Qualifications or Request for Competitive, Sealed Proposal.

Schedule of LSB Participation – Written data sheet which is a required submittal for a bid or proposal that lists proposed LSB subcontractors and the estimated value of proposed sub-contracts.

§ 1-10-62. APPLICATION; EFFECTIVE DATE.

This ordinance shall apply to all bids, proposals, contracts, expenditures and purchases commenced on and after December 1, 2007, as further described below, except sole source or emergency procurement.

§ 1-10-63. PROGRAM ADMINISTRATION

A. SERVICES TO BE PROVIDED BY THE LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM (LSBOP)

The DBE Coordinator shall have the primary responsibility to assure that the LSBOP is effectively and equitably carried out in Augusta-Richmond County. The DBE Coordinator shall direct the LSBOP so as to work in partnership with the Procurement Program set forth in Chapter 10 of ARC Code. Other Augusta-Richmond County officials and management personnel shall give their full cooperation towards the implementation of the program.

B. PROGRAM

The Local Small Business Opportunities Program administration consists of performing vendor certification, education and outreach, and review of bid and proposal documents. Specifically, the program shall consist of:

(1) Developing and administering LSB registration criteria and procedures.

(2) Establishing and maintaining a directory of certified LSBs as a matter of public record, known to be available and capable of supplying the type and quality of equipment, supplies, general services, construction, and professional services required by Augusta-Richmond County.

(3) Regularly seeking out and registering new LSB's to bid on Augusta-Richmond County purchases and solicitations.

(4) Notifying vendors of their registration status and advising non-registered parties of their right to appeal which shall be filed with the County Administrator within seven (7) days of receipt of such notice;

(5) Developing annual forecasts and periodically updating same based on a review of anticipated purchases and certified LSB's.

(6) Monitoring and reporting on legislative and judicial actions relevant to local, small business interests.

~~(7)~~ Reviewing specifications and bid documents with the Procurement Department to ensure openness and competitiveness to create maximum opportunities for known LSBs. ~~to perform commercially useful functions.~~

(8) Convening and/or participating in information sessions with LSB's regarding bid requirements and contract performance.

(9) Providing technical assistance, conducting seminars, visiting vendors, and performing other outreach services to encourage and increase participation in Augusta-Richmond County's bidding process by LSB's.

(10) Exploring and developing other means of expanding the program, and attracting and increasing LSB participation including joint efforts with other governmental agencies and authorities.

(11) Refer LSB's to third party development assistance providers when appropriate for bonding, financial and technical assistance.

(12) Attend pre-bid, pre-qualification or pre-proposal conferences to provide information on the LSBOP.

~~(13) Preparing and presenting an annual LSBOP report to the Augusta-Richmond County Commission.~~

(14) Preparing and presenting a performance report annually which shall be kept on a monthly basis.

(15) Assist prime contractors and other potential bidders in identifying and contacting LSBS.

(16) Collect and maintain information and provide reports theron that will provide guidance to the City regarding progress of this Policy. Reports shall include statistics on the increase in number and capacity of local small firms and new partnerships and joint ventures of such firms.

(17) Develop a "Financing Assistance" program coordinated by the LSBOP to provide a clearinghouse of information to advise LSBs of financing opportunities that are available through banks and the "Link Deposit Program".

C. PROCUREMENT DEPARTMENT RESPONSIBILITIES

(1) Notify all ~~registered~~ known vendors of formal bid opportunities through direct solicitation or public advertisement, including information on the LSBOP.

(2) Work with project managers or user agencies to divide larger projects into smaller projects or contracts when ~~commercially~~ economically and managerially appropriate, in order to create more opportunities for LSB's to participate in contracts let by Augusta-Richmond County.

~~(3)~~ Provide data, support and coordinate with ~~the DBE Coordinator~~ technical assistance and outreach effors as necessary and appropriate ~~to provide LSBs with technical assistance and outreach efforts as necessary and appropriate.~~

(4) Develop and utilize specifications that are open and competitive.

(5) The Procurement Director, in consultation the DBE Coordinator, the Using Agency and the Finance Director, may make special provision for progress

payments as deemed reasonable to assist LSB's to carry out the terms of a contract.

~~(6) When a LSB is awarded a contract or sub-contract with Augusta-Richmond County, the Procurement Director may furnish written confirmation of the same, providing the terms of the contract which may be used by the LSB in negotiating lines of credit with lending institutions.~~

D. EVALUATION OF THE LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM

The Local Small Business Opportunities ~~Assistance~~ Program (LSBOP) shall be evaluated on an annual basis. Each annual report shall compare fiscal year ending with the previous fiscal year. Evaluation of the program may include:

~~1) Number of LSB firms certified or registered.~~
~~2) Training and technical assistance offered to LSBs~~
~~3) Dissemination of LSBOP information at pre-bid conferences.~~
~~4) Evaluation of the effectiveness of the LSB in relation to the achievement of the City's goals set forth under this policy, including the utilization of LSB's on contracts.~~

The Local Small Business Opportunities Program (LSBOP**)** shall be evaluated on an annual basis. Evaluation of performance shall include:

1) Number of LSB firms submitting bids
2) Increase in number and capacity of LSB bidders
3) Opportunities for training offered to LSB's
4) Technical assistance offered to LSB's
5) Increase in attendance of LSB's at pre-bid conferences
6) Evaluation of the success of the LSB in meeting the overall requirements of the cooperative agreement for services.
7) Evaluation of the effectiveness of the LSB in relation to the achievement of the City's Incentives set forth under this policy.

The evaluation will be conducted by the Administrator and presented to the Mayor and Commission.

§ 1-10-64. REGISTRATION AND CERTIFICATION PROCEDURES

A. REGISTRATION CRITERIA; ACCEPTANCE OF CERTIFICATION BY OTHER GOVERNMENTAL AGENCIES.

The Augusta-Richmond County's Local Small Business Opportunities Program requires prior registration or evidence of current certification of a Local Small Business in order to count the participation of that Local Small Business toward program goals. Eligibility requirements for registration are:

(1) Certification as to small business status may be accepted from other local governmental, state or federal agencies that apply criteria substantially similar to that imposed by this ordinance. Can this be done? Comment if this is a local program, will we accept anyone bearing state or federal certification or just those with businesses with Augusta Richmond County?

(2) Applicant firm must complete an appropriate application form obtained from the DBE Coordinator and must qualify as a local small business, as the term is defined in this Article as to principle place of business, gross annual receipts and personal net worth thresholds.

(3) Representations as to a business entity's gross annual revenues, payroll, and personal net worth of individual applicants, shall be subject to audit by the DBE Coordinator. A location utilized solely as a post office box, mailbox, mail drop, virtual office, telephone message center, or any combination thereof, with no substantial work function, shall not be deemed to be a significant local presence sufficient to qualify as a local small business.

(4) Applicant firm must possess a valid Augusta-Richmond County business license for six (6) months prior to submitting their LSBOP registration application;

(5) The firm's three-year average annual gross receipts, as defined herein, must not exceed $500,000 in annual gross receipts;

(6) Applicant firm owner must be a citizen or lawfully admitted permanent resident of the United States;

(7) Applicant firm must be a business, including a sole proprietorship, partnership, corporations, limited liability company, or any other business or professional entity:

(a) which is at least fifty-one (51) percent owned by one (1) or more of the applicant individuals identified, and the ownership must have been in existence for one (1) year or more, and the applicant individual must have maintained such fifty-one (51) percent ownership for at least one (1) year; and

(b) in the case of a publicly-owned business, at least fifty-one (51) percent of all classes of stock which is owned by one (1) or more of such persons, each of whom meets the net worth criteria as defined herein.

(8) No individual owner of an applicant firm, or if a sole proprietorship or partnership the individuals themselves, may have a personal net worth that exceeds $750,000, as that term is defined in this Article.

(9) No LSB shall be registered solely on the basis of the race or gender of its ownership regime.

B. RENEWAL OF REGISTRATION

LSB registration is valid for a two-year period beginning on the date Augusta-Richmond County registers the business. To re-apply, a local small business must submit a new application and evidence of continuing eligibility.

It is the responsibility of the LSB to notify DBE Coordinator of any change in its circumstances affecting its continued eligibility for the program. Failure to do so may result in the firm's de-registration and preclusion from future participation in the LSBOP;

(a) A Local Small Business that no longer meets registration criteria shall not be re-registered by the DBE Coordinator;

(b) Firms that have been denied registration or re-registration may protest the denial as follows:

i. Within seven (7) days of receipt of denial of registration or re-registration, the firm may protest such action in writing to the DBE Coordinator;

ii. A hearing shall be held by the County Administrator at which time the firm may present additional facts and evidence in support of its eligibility. The County Administrator shall control all aspects of the hearing, including scheduling, conduct, witnesses, and evidence, and may request the attendance of witnesses and production of particular documents;

iii. The County Administrator shall send written notice of the decision to the firm within 30 days of the hearing.

iv. A firm found to be ineligible cannot apply for registration or re-registration for a period of one year after the effective date of the final decision.

C. LIMITATIONS

Notwithstanding any other provision of this program except on a finding of good cause by Augusta-Richmond County, a firm is no longer eligible to participate in the LSBOP after being enrolled for ten (10) consecutive years regardless of whether the firm received contracts or prime contracts under the program. If a firm has been released from the program before graduation as a result of exceeding the LSBOP thresholds, it will still be eligible to receive contracts from ARC, but such participation will not be counted toward the LSBOP goal of identifying and employing local small businesses to the greatest extent possible.

In determining whether a good cause exists for a firm to continue participation beyond ten (10) consecutive years, ARC may review all relevant factors such as amount of business previously received by the firm, and capability of other small firms to provide goods and services, impact on

a potential contract opportunity for other local businesses to compete. In no event shall a firm's participation in the program extend beyond fifteen (15) years.

D. GRADUATION

Augusta Richmond County shall graduate an LSB business from eligibility as an LSB. The LSB business will be graduated from LSB if any one of the following occurs:

(1) The LSB's gross revenues in each of the previous consecutive three (3) years exceeds an average of $500,000.00;

(2) The net worth of any owner of an LSB exceeds an average of $750,000.00 for each of the previous consecutive three (3) years, exclusive of principal residence and the value of the LSB; or

(3) The LSB business has participated in the LSB for ten years and ARC has not approved an extension of participation based on good cause.

§ 1-10-65. LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM PARTICIPATION

A. SEALED BIDS, SEALED PROPOSALS, PROFESSIONAL SERVICES AND OTHER MAJOR PURCHASING

The following procedures and contract requirements will be used to insure that LSB's are encouraged to participate in City contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts:

(1) Bid conditions, requests for proposals, and all other specifications for contracts awarded by the City will require that, where subcontracting is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from LSB's. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

(2) With the bid, each bidder will be required to state if it intends to subcontract any part of the work. Prior to award of contract where the apparent low bidder indicated plans to subcontract, the bidder shall be required to provide documentation of Good Faith Efforts to engage LSB's as subcontractors or suppliers, the names of LSB's and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed.

(3) For all such contracts, the Procurement Department will provide the DBE Coordinator with a copy of the invitation to bid or bid specifications, including the scope of work. The DBE Coordinator will identify the existence of certified LSB's which are qualified to submit bids as prime contractors.

(4) The DBE Coordinator shall identify subcontracting opportunities and shall make available trade specific lists of certified LSB's to potential prime contractors. Prime contractors are encouraged to form Joint Ventures with LSBs to perform major contracts, particularly in the areas of construction and professional services.

(5) Within thirty (30) days of the adoption of this Ordinance, the Procurement Department will include a copy of this ordinance in each bid or proposal.

(6) All bid documents shall require bidders or proponents to submit with their bid in a separate sealed envelope the following:

(a) Non-Discrimination Statement which shall affirm the bidder's: (i) adherence to the policies of Augusta-Richmond County relating to equal opportunity in contracting; (ii) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (iii) agreement not to engage in discriminatory conduct of any type against LSB's.

(b) Proposed Schedule of local small business participation.

(c) Documentation of Good Faith Efforts to use LSB's.

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

(7) Contracts shall require that during the term of the contract, the contractor will:

(a) Fulfill the LSB participation commitments that were submitted in connection with the bids or proposal;

(b) Continue to make Good Faith Efforts to utilize LSB's for the performance of the contract;

(c) Maintain records necessary for monitoring Good Faith Efforts.

(8) Before advertising and soliciting bids, the DBE Coordinator and requesting department will assess if large contracts can be segmented into multiple contracts. Methods to be considered include:

i. The term of a contract may be shortened that results in a dual effect; the reduction of quantity required, and the risk inherent in guaranteeing prices over a longer period of time.

ii. Work to be performed may be grouped according to geographic location within the City.

B. DEPARTMENTAL PURCHASE REQUIREMENTS (SMALL PURCHASES, QUOTATIONS, OR INFORMAL BIDS).

Subject to the dollar limits set forth under City ordinance, departments are authorized to make small purchases using Agency Purchase Orders. Departments shall be directed by the County Administrator to utilize LSB's on small purchases.

(1) The DBE Coordinator shall provide every City department with a directory of certified LSB's and encourage their use of by departments.

(2) The DBE Coordinator shall provide training to all City Departments on the Local Small Business Opportunities Program participation encouragement plan.

(3) ~~The Procurement Director~~ The DBE Coordinator shall track LSB purchases by department and provide feedback to department heads and the DBE Coordinator on use of LSB's for small purchases.

(4) The Procurement Director shall ensure that all City specifications for goods and services do not contain any unnecessary impediment to LSB participation in the bid process. The DBE Coordinator will make recommendations to the Procurement Director when a specification appears to impede LSB's from competitively participating in a bid.

(5) The Procurement Director will solicit bids from a certified LSB's list provided by the DBE Coordinator prior to bids being solicited. The list will be submitted by areas of expertise that supplies the required materials, equipment, supplies or services.

(6) ~~The Procurement Director will notify the DBE Coordinator whenever there are no known qualified LSB's available for procurement.~~ The ~~DBE~~ LBE Coordinator will attempt to identify qualified LSB's, and if successful, will notify the Procurement Director of their availability. The Procurement Director will include such LSB's in bid/quote solicitation lists.

C. PROCUREMENT DEPARTMENT BUYER'S RESPONSIBILITIES

(1) LSB's who are certified ready, willing and able to perform the required services or provide the required commodity, will be solicited for a quotation or bid. Smaller purchases will be the responsibility of the user department to secure LSB's from the certified list provide by the LBE Coordinator. Written Bids will be the responsibility of the Buyer within the Procurement Department. If there are no known LSB's for a particular item, the buyer/user agency shall request a list from the DBE Coordinator, if available. Request shall be in writing or via email the list will be provided accordingly.

(2) Purchases from LSB's shall be tracked by the LSB Coodinator and performance evaluations shall include assessment of the department's efforts and success.

D. MAINTENANCE OF RECORDS

(1) The DBE Coordinator, with the assistance of the Information Technology, shall compile data on LSB participation. Information on construction contract prime awards and subcontractor utilization will be maintained by the DBE Coordinator who will gather information from all user Departments and forwarded to the DBE Coordinator on a quarterly basis. LSB utilization statistics shall be maintained in the following manner:

(a) Contracts and purchases shall be grouped into four categories: construction, professional services, general services and materials/equipment/supplies.

(b) Statistics shall measure overall awards to LSB's by category of purchase (*i.e.* construction, professional services, general services, and materials/equipment/supplies).

(2) The following statistics shall be reported not less than annually to the Augusta-Richmond County Commission by the DBE Coordinator.

(a) Regarding purchases of professional services, general services and material/equipment/supplies made through the competitive bid and quotation process:

Total value of purchases
Total value of purchases from LSB's

(b) Regarding small purchases by operating department using Agency Purchase Orders:

Total value of small purchases by City department
Total value of small purchases from LSB's by City Department

(c) Regarding construction purchases:

Total value of construction contract awards
Total value of construction contracts awarded to LSB's
Total value of subcontracts awarded to LSB's

E. COMPLIANCE

(1) It will be the duty of the Procurement Director to ensure that bids or proposals issued from the Procurement Department adhere to the provisions set forth in this Policy.

(2) The Procurement Director, and all department directors will assume responsibility for evaluating compliance with this program in their respective contract areas and will review, on a continuing basis, all aspects of the program's operations to

assure that the purpose is being attained and reporting same to the DBE Coordinator for tracking and annual report purposes.

(3) Each City contract will contain a provision requiring compliance with this policy including maintenance of records, good faith efforts, and maintenance of information necessary to document compliance, and include the right of the City to inspect such records. The record will be a part of the official files located in the Procurement Office.

(4) The DBE Coordinator shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with this policy, Augusta Richmond County Code and any State and Federal Laws applicable to any bid specifications for competitive sealed bid or competitive sealed proposal projects prior to award of the contract.

(5) Each City contract will contain a provision prohibiting any agreements between a contractor and an LSB in which the LSB promises not to provide subcontracting quotations to other bidders or potential bidders.

(6) The DBE Coordinator ~~with the assistance of the using Department Directors~~ will monitor and evaluate the LSBOP performance and compliance. Failure to comply with the LSBOP requirements may result in a recommendation for suspension or debarment of the firms or individuals involved.

F. COMPETITIVE BIDS

Nothing in this Policy is to be construed to require the City to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from LSB's who do not submit the best overall pricing to the City.

G. OUTREACH

To maximize the identification, certification and utilization of LSB's, the following efforts will be undertaken by the DBE Coordinator:

A. Increase efforts to locate additional vendors, service providers, and construction contractors that can provide goods and services for the City through media, vendor fairs, and electronic message boards.

B. As GDOT and FAA certified construction contractors are located, invite local firms to submit evidence of certification to Augusta-Richmond County for a resource to prime contractors to locate LSB's for projects that can utilize LSB's for a commercially useful function.

C. Supply information to the Board of Commissioners regarding the ordinance and offer opportunities for ways in which the Board of Commission can be an advocate of the LSBOP.

§ 1-10-66. EXCEPTIONS – FEDERALLY FUNDED PROJECTS

In accordance with §1-10-8, this chapter shall not apply to any bid or procurement to which federal or state laws, regulations or guidelines regarding the use of disadvantaged businesses or other requirements apply.

§ 1-10-67. CITIZENS ADVISORY COUNCIL

LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM, CITIZENS ADVISORY COUNCIL (CAC) shall be constituted to advise the Commission and DBE Coordinator on matters related to this ordinance, and to meet with local small businesses, to review and provide input as to the issues in program administration. *See* Consolidation Act, Ga. Laws 1995, p. 3648, §1-40. Members are appointed by the Mayor, Commission and the Richmond County Legislative Delegation. A list of the appointees is maintained in the Clerk of Commission's Office and is incorporated herein by reference.

§ 1-10-8. COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

When a procurement transaction involves the expenditure of State or Federal funds or assistance, the transaction shall be conducted in accordance with any applicable mandatory State or Federal laws and authorized regulations which are not reflected in this chapter. Notwithstanding where State and Federal assistance or contract funds are used in procurement transaction, any applicable local requirements that are more restrictive than State or Federal requirements shall be followed.

SECTION THREE

Code Sections 1-10-63 through 1-10-66 shall be renumbered and redesignated as Code Sections 1-10-96 through 1-10-99, inclusive:

§ 1-10-96. AUTHORITY TO SUSPEND OR DEBAR FROM QUALIFIED BIDDER /PROPOSER LIST

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Augusta-Richmond County Commission is authorized to suspend or debar a person for cause from consideration for award of contracts. The suspension may be for a period of not more than three months. The debarment shall be for a period of not more than three years. The Augusta-Richmond County Administrator is authorized to suspend a person from consideration for award of contracts if there is any activity which might lead to debarment. The Administrator's suspension shall be for a period not to exceed 30 days.

§ 1-10-97. CAUSES FOR SUSPENSION AND DEBARMENT

The causes for suspension or debarment may include, but are not limited to:

(a) conviction for the commission of a criminal offense as an incident to obtaining or attempting to obtain any public or private contract or subcontract, or in the performance of such contract or subcontract;

(b) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, indicating a lack of business integrity or business honesty;

(c) Conviction under state or federal antitrust statutes arising out of the submission of any bids or proposals;

(d) Violation of prior Augusta-Richmond County contract provisions, as set forth below, of a character which is regarded by Augusta-Richmond County to be so serious as to justify suspension or debarment action, such as a deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in any prior Augusta-Richmond County contract; or a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more Augusta-Richmond County contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be basis for debarment;

(e) Any other cause determined to be so serious and compelling that would materially affect or has materially affected the responsibility of a contractor in the performance of his duties under any contract, including debarment by another governmental entity for any cause listed in this chapter; and

(f) For violation of any ethical standards set forth in Article 2 (Ethics in Public Contracting) of this chapter.

§ 1-10-98. DECISION TO SUSPEND OR DEBAR:

Any decision to suspend or debar a person may be made by the Augusta-Richmond County Administrator or to recommend suspension or debarment to the Commission shall be in writing and shall state the reasons for the action or recommended action and inform the suspended person of their rights to an administrative appeal to the Commission. Any decision by the Commission to suspend or debar any person from the procurement process shall be on the record and in writing and shall state the reasons for the action taken.

§ 1-10-99. NOTICE OF DECISION

A copy of the written decision required by § 1-10-98 (Decision to Suspend or Debar) shall be mailed by certified mail, return receipt requested, to the suspended or debarred person.

SECTION 4.

Upon the passage of an authorizing resolution and an adequate appropriation, Augusta shall conduct a Disparity Study to inquire into race and gender disparities which may or may not affect the further amendment to this ordinance.

SECTION 5.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

The foregoing Ordinance is hereby adopted by the Augusta-Richmond County Commission this _____ day of _____, 2007.

David S. Copenhaver
Mayor

ATTEST:

Clerk

First Reading:

Second Reading:

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Final Year 2008 Annual Action Plan

Department: Housing & Community Development

Caption: Approve Final Version of Year 2008 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership and Housing for Persons with AIDS (HOPWA) funds.

Background:

The City of Augusta, being an entitlement city, receives entitlement grants annually for CDBG, ESG and HOME funds from the U.S. Department of Housing and Urban Development (HUD). For receipt of these federal funds, they must develop and follow an approved Consolidated Plan (CP). On March 29, 2005, the Commission approved the City's 5-year CP for years 2005-2009. This plan contains the City's housing and community development needs and strategies for addressing those needs over the 5-year period. Each year, the City must develop a one-year plan of action (Action Plan) indicating what the City intends to do to carry out the goals and objectives in its 5-year CP. The Action Plan is also the City's application for CDBG, ESG and HOME funds for which funds are applied for and received. On August 13, 2007, the Proposed Year 2008 Annual Action Plan was presented to the Administrative Services Committee for informational purposes. As required by HUD, the Action Plan was presented to the public for a 30-day review period commencing August 27, 2007 with the deadline for comments being September 30, 2007. Public notices were published in the Augusta Chronicle and Metro Courier. In addition, a public hearing was held August 27, 2007. We are required to submit the citizens' comments to the Commission for consideration and a summary of the comments to HUD after approval of the final Action Plan. The Commission may accept the comments as information or revise the Action Plan based on the comments received. The citizen comments received and staff recommendations are indicated on Attachment #2. The only

	differences between the Proposed and the Final Action Plan budget are: St. Stephen's Ministry HOPWA budget was increased from 191,090 to $282,180 because this agency serves four (4) counties; Burke, Columbia, McDuffie and Richmond counties. Hope Health HOPWA budget was decreased from $191,090 to $100,000 because this agency only serves two (2) counties; Aiken and Edgefield. In addition, a Citizen's Advisory Committee member had several questions related to several projects reviewed. A copy of the questions and staff responses are also included as a part of the citizen's comment attachment.
Analysis:	Approval and submittal of the Action Plan will enable the City to receive CDBG, ESG, HOME and HOPWA entitlement funds for Year 2008 to carry out much needed projects for benefit of low income persons and low income areas of the City.
Financial Impact:	It is anticipated the City will receive and have available a total of $4,667,029 in CDBG, ESG, HOME, HOPWA and program income for Year 2008.
Alternatives:	1. Approve Year 2008 budgets as recommended and accept citizen's comments as information (Attachment #1 – 2008 Budgets and Attachment #2 – Citizens comments). 2. Revise budgets taking into consideration the citizen's comments.
Recommendation:	Recommend that the attached Year 2008 CDBG, ESG, HOME & HOPWA Programs' budgets be approved and submitted to HUD as the City's Year 2008 Annual Action Plan.
Funds are Available in the Following Accounts:	$4,667,029 anticipated to be received from the U.S. Department of Housing and Urban Development.

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

Cover Memo

Item # 5

Attachment #2: 2008 Citizen's Comments

#	Comments/Questions/Concerns	Staff Response/Recommendations
1.	**Agency: Hope House** Request reconsideration of request for CDBG funds in the amount of $29,640. Funds were to be used for salary for nurse, therapist & houseparent.	Agency submitted two (2) applications for CDBG funds; one for services at $29,640 and the other for $220,000 which would be used for acquisition and construction of 42 units of permanent housing for the homeless. This project is being funded from reprogrammed funds that were approved by Commission September 18, 2007 for $183,431.43.
2.	**Agency:** **Light of the World Neighborhood & Economic Development** Requests $12,000 in CDBG funds to be used for salary of the administrator.	Staff recommended $6,000 which will be used for: Salary for van driver & tutor $ 4,500 Gas for van $ 500 Materials/supplies $ 500 Utilities $ 500 Total $ 6,000 *Staff has determined the above allocation is more than adequate for this agency.*
3.	**Agency: Neighborhood Improvement Project** Request reconsideration of request for CDBG funds in the amount of $24,395.42. Funds to be used for salary and fringe benefits.	Because agency was unable to expend its 2005 funds, the funds were reprogrammed March 2007. At that time, the agency had unexpended 2007 funds also. Because of the slow expenditure of funds, staff determined agency could not expend funds in a timely manner. Therefore, funds were not awarded for 2008.
4.	**Agency: St. Stephens Ministry** Requests reconsideration of request for ESG funds in the amount of $10,000.	• Agency submitted a total Program budget of $260,976.20, but did indicate in the application what they wanted funded from ESG funds. *Staff thought it was more appropriate to fund from HOPWA because HOPWA' allocation is proposed to be $394,000, whereas the ESG allocation is proposed to be $100,630. Therefore, the agency would get more funds under HOPWA. Staff is proposing that agency receive $282,180 in HOPWA funds.*
5.	**Agency: CAC member, Rita Washington** The following questions concern the information booklet provided to the CAC which included information about each agency and their request for funds. **Question #1: Page 1 – Dover/Lyman Street Improvements - $400,000 (CDBG)** If project cost is 8 million dollars and local anticipated funding is 9 million, why are we funding an additional $400,000? Project appears to be over funded according to the information provided to the CAC.	**Response #1:** From the cover sheet and page 12 of the application that the City's Engineering Department submitted, it could be assumed that Engineering has $7,200,000-$9,000,000 to contribute to the project. However, Engineering does not have any committed funds for this project (see Attachment #1, page 12, item 16). Therefore, the only contribution toward this project is the CDBG funds for $400,000. The Engineering Department is hoping the City will contribute other funds, possibly SPLOST.

Continuation of Item #5

#	Comments/Questions/Concerns	Staff Response/Recommendations
5.	**Question #2: Page 3 – Code Enforcement - $50,000 (CDBG)** Project appears to have an extremely high administrative cost with all of the funding allocated to staff salaries. Is this a violation of the HUD regulations regarding caps on administrative costs?	**Response #2:** The Community Development Block Grant (CDBG) program does have an administrative cap of 20% of the entitlement allocation plus program income for administrative expenses. The 20% administrative cap applies to the AHCD only. Subrecipients receiving CDBG funds are NOT subject to the cap. Code Enforcement is an eligible CDBG activity that does not fall under the administrative cap. With the CDBG funds, we are paying the salary of two (2) inspectors in the License and Inspection Department to enforce codes in low income neighborhoods only. Therefore, the salary costs are not expenditures under our CDBG administration budget but under the Code Enforcement activity 24 CFR 570.202 (c).
	Question #3: Page 12 – Care Management Consultants - $25,000 (CDBG) Why is insurance so costly (vehicle)?	**Response #3:** Care Management Consultants provides transportation services "Care Xpress" for the elderly, frail elderly and the disabled. Customers are generally Medicaid clients who are provided transportation from nursing homes and individual homes to the hospital, to dialysis treatment centers and doctor appointments. The high expense for insurance costs is because the agency has coverage on five (5) vehicles and recently had an accident. The total insurance cost is $10,465 and CDBG funds will subsidize $5,000 of that cost.
	Question #4: Page 13 – Coordinated Health Services - $20,000 (CDBG) Why is medication costs the bulk of the expenditure when the primary project purpose is to provide exams and testing?	**Response #4:** In addition to providing exams and testing, the agency provides treatment for health care problems for the homeless and low income persons who do not have insurance coverage. This clientele is unable to afford the medications required to address their medical problems. Therefore, the cost of medicine is a high expense for this agency.
	Question #5: Page 27 - Senior Citizen's Council - $14,000 (CDBG) Why are utilities funded if the service is being provided in the homes of volunteers?	**Response #5:** This was an error, the entire $14,000 will be used for salary and not any for utilities. Please see Attachment 5, page 4 of staff's evaluation of this agency.
	Question #6: Shiloh Comprehensive Community Center - $10,000 (CDBG) How are schools selected?	**Response #6:** The schools Lucy Laney, T.W. Josey, Academy of Richmond County High, Murphy and Tubman Middles Schools are chosen because they are located in the general vicinity of the Shiloh Center. We did not select the schools.

Continuation of Item #5

#	Comments/Questions/Concerns	Staff Response/Recommendations
5.	**Question #7: Page 47 – Hope Health & Page 48 St. Stephens Ministry (HOPWA)** Page 47 - Why are we funding Hope Health with $91,090 over their requested funding and not funding the excess to St. Stephens on Page 48?	**Response #7:** On September 26, 2007, staff met with members of St. Stephens Ministry's Board and its Director to reconsider their request. The Board reiterated that they serve four (4) counties; Burke, Columbia, McDuffie and Richmond, whereas, Hope Health only serves two (2) counties; Aiken and Edgefield. The City HOPWA funds are the primary source of funds for St. Stephens and they are critical for the operation of the agency. Therefore, staff has reconsidered and will recommend that St. Stephen's allocation be increased to $282,180 and Hope Health's allocation decreased to $100,000.

Attachment #1: 2008 Annual Action Plan Budgets

2008 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
B-08-MC-13-0004

	Estimate $
Entitlement Grant (estimate)	$2,322,722
Program Income (estimate)	130,000
Total Funds Anticipated to be Available	$2,452,722

IDIS #	Project #	PROJECTS	Proposed Budget	**FINAL BUDGET**
Acquisition - $250,000				
		HCD Acquisition/Relocation	250,000	**250,000**
Public Facilities & Improvements - $500,000				
		Dover/Lyman Street Improvements	400,000	**400,000**
		Shiloh Community Center Improvements	100,000	**100,000**
Clearance & Demolition				
		Clearance & Demolition (License & Inspection)	100,000	**100,000**
Public Services - $300,000				
		ARC Meals-on-Wheels Program	45,000	**45,000**
		Art Factory	15,000	**15,000**
		Augusta Urban Ministries	15,000	**15,000**
		CSRA Economic Opportunity Authority	13,000	**13,000**
		Care Management Consultants	25,000	**25,000**
		Coordinated Health Services	20,000	**20,000**
		Lucy Laney Museum	15,000	**15,000**
		Family Y	20,000	**20,000**
		Golden Harvest Food Bank “Brown Bag”	25,000	**25,000**
		JWC Helping Hands	5,000	**5,000**
		Light of the World	6,000	**6,000**
		New Bethlehem Center	10,000	**10,000**
		New Savannah Road Social Services	10,000	**10,000**
		Safe Homes	12,000	**12,000**
		Salvation Army	15,000	**15,000**
		Senior Citizens Council	14,000	**14,000**
		Shiloh Community Center	10,000	**10,000**
		Walton Options	25,000	**25,000**
Rehabilitation				
		Housing Rehabilitation Program	450,000	**450,000**
Code Enforcement				
		Code Enforcement (License & Inspection)	50,000	**50,000**
Economic Development				
		Antioch Ministries	9,000	**9,000**
		James Brown Blvd/Walton Way-Economic Development		**303,178**
Program Administration & Planning (20% cap $490,544)				
		PROGRAM PLANNING & ADMINISTRATION (20%) - CDBG Admin - $485,544 - Fair Housing - $5,000		**490,544**
		TOTAL		**$2,452,722**

2008 EMERGENCY SHELTER GRANT PROGRAM
S-08-MC-13-0004

Entitlement Grant	$100,630

IDIS #	Project #	PROJECTS	Proposed Budget	**FINAL BUDGET**
Projects				
		Augusta Urban Ministries	5,000	**5,000**
		Beulah Grove Resource Center	5,000	**5,000**
		Coordinated Health Services	8,000	**8,000**
		CSRA EOA	10,000	**10,000**
		Golden Harvest Food Bank	20,000	**20,000**
		Hope House	10,000	**10,000**
		Interfaith Hospitality	10,000	**10,000**
		Safe Homes	17,599	**17,599**
		Salvation Army "Employment Training"	10,000	**10,000**
Administration (5% allowed)				
		Administration	5,031	**5,031**
TOTAL			$100,630	**$100,630**

2008 HOME INVESTMENT PARTNERSHIP PROGRAM
M-08-MC-13-0206

	Estimate $
Entitlement Grant (estimate)	1,269,523
Program Income (estimate)	427,000
Sub-Total	1,696,523
ADDI	23,154
TOTAL	1,719,677

IDIS #	Project #	PROJECTS	Proposed Budget	**FINAL BUDGET**
HOME Projects				
		Homeownership Program	300,000	**300,000**
		South Augusta Redevelopment	120,000	**120,000**
		Neighborhood Redevelopment	702,967	**702,967**
		Promise Land Community Development Corporation	150,000	**150,000**
American Dream Down Payment Initiative				
		ADDI	23,154	**23,154**
CHDO Set-aside (20% - $253,904)				
		CHDO set-aside (to be awarded upon CHDO certification)	253,904	**253,904**
Administration (10% - $169,652)				
		Administration	169,652	**169,652**
TOTAL			$ 1,719,677	**$ 1,719,677**

HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS
GA-H-08-F002

Entitlement Grant	394,000

IDIS #	Project #	PROJECTS	Proposed Budget	**FINAL BUDGET**
Projects				
		Hope Health	191,090	**100,000**
		St. Stephens Ministry	191,090	**282,180**
Administration (3% allowed)				
		Administration	11,820	**11,820**
TOTAL			$ 394,000	**$ 394,000**

Administrative Services Committee Meeting
10/29/2007 1:00 PM
MACH Academy

Department:

Caption: Consider a request from MACH Academy for reconsideration of funding from the 2008 CDBG Program. (Referred from October 16 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission

Cover Memo

Item # 6

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

_____ **Commission**
_____ **Public Services Committee**
___X____ **Administrative Services Committee**
_____ **Engineering Services Committee**
_____ **Finance Committee**
_____ **Public Safety Committee**

Contact Information for Individual/Presenter Making the Request:

Name: __Betty L. Jones, Executive Director_____
Address: ___1850 Chester Avenue, Augusta GA 30906_____
Telephone Number: ___706 796-5046_____
Fax Number: _706 796-5046_____
E-Mail Address: ___mparks37@comcast.net_____

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

Re-consideration for funding from the 2008 CDBG
Program_____
_____
_____
_____

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

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.

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Resolution - Year 2008 Annual Action Plan

Department:	Housing & Community Development
Caption:	Approve Resolution authorizing Submission Year 2008 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS Funds
Background:	As a prerequisite for receipt of federal entitlement funds, the City must submit its Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval. This resolution authorizes the submission of the plan.
Analysis:	Approval of this resolution will enable the City to submit the Plan and receive its Year 2008 entitlement allocations for CDBG, ESG, HOME and HOPWA funds.
Financial Impact:	It is anticipated that the City will receive and have available a total of $4,667,029 for use in Year 2008. This amount includes CDBG, ESG, HOME, HOPWA entitlement funds and program income.
Alternatives:	None recommended.
Recommendation:	Approve attached resolution for submission of the City's Year 2008 Annual Action Plan to HUD.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

A RESOLUTION AUTHORIZING THE SUBMISSION OF THE ANNUAL ACTION PLAN FOR YEAR 2008 AND GRANTING THE AUTHORITY TO GIVE ASSURANCES AND CERTIFICATIONS AS REQUIRED BY THE SECRETARY OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND GRANTING THE AUTHORITY TO EXECUTE THE CONSOLIDATED PLAN AND ACTION PLAN AS APPROVED.

WHEREAS, Augusta-Richmond County has availed itself of the provisions of the Housing and Community Development Act of 1974, as amended and the Housing and Community Development Act of 1987; and

WHEREAS, it is necessary to submit a Year 2008 Action Plan as a prerequisite to receiving Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds after public hearings have been held and projects suggested by citizens have been given careful and serious consideration; and

WHEREAS, in order to expedite the orderly execution of the assurances, certifications and Grant Agreement, the Mayor is hereby given authority to provide such assurances, certifications and execute the Grant Agreement as required by the Secretary; and

WHEREAS, in order to expedite the federal programs included in the plan, the Housing and Community Development Department is given authority to carry out the programs as approved by Augusta-Richmond County Commission.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and the Housing and Community Development Department be authorized to prepare and submit the Year 2008 Action Plan and amendments thereto as well as provide the required assurances, certifications, and execution of the Grant Agreement; and

BE IT FURTHER RESOLVED: That the Housing and Community Development Department be authorized to carry out the orderly execution of the Year 2008 Action Plan as approved by the Augusta-Richmond County Commission in compliance with all applicable law, rules, and regulations.

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 meeting held on November 8, 2007.

S E A L

_____
Lena J. Bonner
Clerk of Commission

Administrative Services Committee Meeting
10/29/2007 1:00 PM
Transfer of Dover-Lyman Properties from City to Land Bank

Department:	Housing and Community Development
Caption:	Transfer four (4) City surplus properties located in the Dover-Lyman area to LandBank Authority in support of the Dover-Lyman Project Redevelopment Plan.
Background:	The LBA was created to serve as a redevelopment tool for turning around blighted areas to livable and productive conditions. The Dover-Lyman area is characterized by a significant number of vacant lots accompanied with a number of substandard and vacant housing units. A Redevelopment Plan was approved for purposes of eliminating substandard and dilapidated housing units and increase home ownership. The plan consist of community stabilization and redevelopment initiatives that include housing rehabilitation and new construction.
Analysis:	Nineteen tax delinquent, blighted and properties were purchased in partnership with AHCDD with the intent of disposing or selling properties to interested parties, for the purpose of returning these non-revenue generating, non-tax producing properties to effective housing use. We are requesting that four (4) of the properties be transferred to the LBA. The four (4) properties listed below ultimately will be sold to and rehabilitated by South Augusta Redevelopment, a non profit organization, into single family homes. 1.) 2533 Dover Street 2.) 2541 Dover Street 3.) 2549 Dover Street 4.) 2553 Dover Street
Financial Impact:	As general redevelopment strategy, public/private partnerships will leverage funds and resources. These properties will be put back on the active tax roll.
Alternatives:	Deny the request and hinder the progress of the plan.

Recommendation:	Approve the request to transfer four (4) properties from the City to the Augusta Land Bank.
Funds are Available in the Following Accounts:	No tranfer of funds involved.

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission