



Administrative Services Committee Meeting Committee Room- 11/10/2008- 12:45 PM

ADMINISTRATIVE SERVICES

1. Approve changes in salary grades for positions in Recreation, Utilities, and ☐ [Attachments](#) the Tax Assessor's Office.

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**Administrative Services Committee Meeting
11/10/2008 12:45 PM
Multi-Department Salary Inequity Corrections**

Department:	Human Resources
Caption:	Approve changes in salary grades for positions in Recreation, Utilities, and the Tax Assessor's Office.
Background:	In various Augusta City Departments there are many positions that have job descriptions which, over time, have become obsolete due to organizational, technological, legal, social and other changes. The job has evolved into something else than what it was originally intended to be, and often provides a greater benefit to the organization than was originally intended. This means that the job description and grade are not reflective of the duties that are being performed. The following city departments have areas in which inequities exist due to this job evolution: the Tax Assessor's Office, Recreation, and Utilities.
Analysis:	At the direction of the City Administrator's Office, Human Resources staff interviewed personnel and gathered supplemental information from each department in order to compile the information provided in this agenda item and the attachments. For all these positions described below, please see the attached worksheet for details regarding titles, pay grades, the number of affected personnel, and salary differences, as well as justification for each change. Recreation: The Recreation Department seeks to correct inequities in salary caused primarily by growth in the number of facilities (parks, aquatic facilities, etc.) and program and projects. These changes, which have occurred over the course of several years, have left the positions staffed by personnel who have not seen an increase in salary commensurate with the increase in responsibility. Recreation, being a department that provides a rich offering of services to the public on a daily basis (and is also responsible for special events that cater to thousands of people) requires dedicated professionals with knowledge and experience. This agenda item attempts to provide due compensation to those professionals. Raise amounts were determined by using the greater of the new salary grade or a 10% increase for each employee. Tax Assessor's Office (TAO): The TAO seeks only to change two positions as part of this agenda item. First, the TAO proposes to change a property appraiser position to the new position of Appraisal Coordinator position in order to correct a situation in which an employee has been performing many duties outside of the scope of her position, including supervisory and leadership responsibilities of all appraisal personnel. Second, a position currently classified in grade 48 is being downgraded to a 44 to reflect the fact that this position, which was once very technologically oriented, has changed such that many of the responsibilities have been dispersed among other staff or are handled by the Augusta Information Technology Department. The increased salary is a 15% increase over the employee's current salary. Utilities: The Augusta Utilities

Department (AUD) desires to correct some longstanding compensation issues, primarily for the benefit of many of its lower-paid employees. Through this agenda item, AUD seeks to reclassify positions for the Water Treatment Plant (WTP) Lead Operators, Working Foremen, Laborers, and Cashiers. In the case of the WTP Lead Operators, increasing certification requirements means that these lead operators are supervising more qualified, well-trained personnel, even as they have to increase their training / certification as well as supervise the other employees. Working Forement are managing additional personnel performing duties that have evolved to become more complex. Likewise, the term "Laborer" is not accurate in that the employees under this job title must perform their work, often under difficult working conditions, and with a certain level of technical knowledge of utilities systems so that they can be more effective at their duties. Finally, the cashiers' jobs have changed in that they are using software and technology that was not imagined when their job descriptions were prepared, so a certain level of technical prowess is required along with customer service skills. Another improvement for AUD is recognition of the importance and expansion of the safety program by changing the grade of the Safety Office from a 44 to a 52. Most of the increases for AUD were based on moving employees to the minimum of the new salary grade. Other increases were determined at the discretion of the Interim Director of AUD.

Financial Impact:

This proposal affects 77 employees at a total cost of \$227,173.18 (excluding benefits) for the following department and employees: Recreation: This increase affects 11 employees for a total of \$51,513. Recreation has identified funding for the remainder of 2008 out of its current operating budget (including the elimination of one position), so no additional funds are required. Recreation intends to repeat these cuts for the next fiscal year as well to support this initiative. These cuts are described below: •Reduce staff clothing: \$3,700 •Reduce travel budget: \$4,000 •Reduce special event budget \$9,500 •Reduce part/time salaries \$8,000 •Eliminate Recreation Specialist III vacancy \$35,974 Total Recreation cuts are equal to \$51,674. TAO: Only two employees are affected (one increase and one static) for a total of \$6,018. The TAO has eliminated one vacant position, Senior Property Appraiser IV (Grade 47 with a starting salary of \$35,904.17), in order to fund this change. Utilities: This increase affects 64 employees for a cost of \$169,642.14. AUD has funding sources for these salary upgrades. All salary increases are requested to take effect August 1, 2008, and to be retroactive if approved after that date.

Alternatives:

Do not approve changes in grades.

Recommendation:

Approve changes in salary grades for positions in Recreation, Utilities, and the Tax Assessor's Office

Funds are Available in the Following Accounts:

Funds from salaries and wages from each respective department will be used to support this initiative.

REVIEWED AND APPROVED BY:

Cover Memo

Item # 1

Clerk of Commission

Department
Recreation

Position	Current Grade	New Title	New Grade	Grade Minimum Salary	# Personnel Affected	Current Salary	Proposed Salary	% Salary Increase	JAQ ¹ Complete	Job Description Updated?	Justification	Analysis Complete
Property/Maint. II - Pools	40	Pool Maintenance Coordinator	43	\$ 27,673.55	1	\$ 24,945.00	\$ 27,673.00	11.38%	Yes	Yes	Three aquatic facilities added; state certification as a pool operator now required.	Yes
Administrative Assistant I	43	Administrative Manager	47	\$ 35,904.17	1	\$ 36,374.00	\$ 40,011.00	10.00%	Yes	Yes	Fourteen new budgets added to responsibilities	Yes
Special Events Manager	49	N/A	50	\$ 41,876.85	1	\$ 41,002.00	\$ 45,102.00	10.00%	Yes	Yes	Augusta Common added to responsibilities	Yes
Facilities/Marketing Manager	50	N/A	54	\$ 41,876.85	1	\$ 49,036.00	\$ 54,841.00	11.84%	Yes	Yes	Ports Authority duties added and two new facilities	Yes
Planning/Development Manager	50	N/A	54	\$ 54,841.38	1	\$ 45,552.00	\$ 54,841.00	20.39%	Yes	Yes	Manages all SPLOST/CDBG projects without outside management firm	Yes
Facilities/Aquatics Manager	52	N/A	54	\$ 54,841.38	1	\$ 57,382.00	\$ 63,120.00	10.00%	Yes	Yes	Seven new facilities added to responsibilities	Yes
Facilities/Senior Service Manager	50	N/A	54	\$ 54,841.38	1	\$ 55,094.00	\$ 60,603.00	10.00%	Yes	Yes	Manages all senior nutrition/wellness programs added in 2004	Yes
Operations Manager	52	N/A	54	\$ 54,841.38	1	\$ 54,106.00	\$ 59,516.00	10.00%	Yes	Yes	Twelve new parks added to responsibilities	Yes
Foreman - Golf Course	46	N/A	47	\$ 35,904.17	1	\$ 37,722.00	\$ 41,494.00	10.00%	Yes	Yes	Driving range, clubhouse and irrigation system responsibilities added	Yes
Foreman - Construction	46	N/A	47	\$ 35,904.17	1	\$ 36,757.00	\$ 38,667.00	5.20%	Yes	Yes	Supervision of in-house construction crew added	Yes
Foreman - Maintenance shop	46	N/A	47	\$ 35,904.17	1	\$ 35,152.00	\$ 38,667.00	10.00%	Yes	Yes	Twelve new parks added to responsibilities	Yes
Totals					11	\$ 473,022.00	\$ 524,535.00					
Difference							\$ 51,513.00					

Department
Tax Assessor

Position	Current Grade	New Title	New Grade	Grade Minimum Salary	# Personnel Affected	Current Salary	Proposed Salary	% Salary Increase	JAQ ¹ Complete	Job Description Updated?	Justification	Analysis Complete
Sr. Property Appraiser IV	48	Appraisal Coordinator	50	\$ 41,876.85	1	\$ 40,125.80	\$ 46,143.84	15.00%	Yes	Yes	Additional Duties and Responsibilities	Yes
Application Developer III	48	Support Technician	44	\$ 30,783.33	1	\$ 47,944.00	\$ 47,944.00	0.00%	Yes	Yes	Job Description modified to reflect actual duties	Yes
Totals					2	\$ 88,069.80	\$ 94,087.84					
Difference							\$ 6,018.04					

Department
Utilities

Position	Current Grade	New Title	New Grade	Grade Minimum Salary	# Personnel Affected	Current Salary	Proposed Salary	% Salary Increase	JAQ ¹ Complete	Job Description Updated?	Justification	Analysis Complete
Working Foreman	45	Assistant Operations Manager	48	\$ 37,793.86	1	\$ 36,123.62	\$ 42,132.81	16.64%	Yes	Yes	Additional responsibility of managing personnel	Yes
Working Foreman	45	Assistant Operations Manager	48	\$ 37,793.86	1	\$ 36,522.20	\$ 42,597.70	16.64%	Yes	Yes	Additional responsibility of managing personnel	Yes
Working Foreman	45	Assistant Operations Manager	48	\$ 37,793.86	1	\$ 39,066.92	\$ 45,565.62	16.64%	Yes	Yes	Additional responsibility of managing personnel	Yes
Working Foreman	45	Assistant Operations Manager	48	\$ 37,793.86	1	\$ 34,613.28	\$ 40,371.23	16.64%	Yes	Yes	Additional responsibility of managing personnel	Yes
Safety Officer	44	Safety Training & Program Mgr.	52	\$ 49,494.34	1	\$ 40,964.30	\$ 54,500.00	33.04%	Yes	Yes	The safety program has expanded and the responsibilities have expanded and should be compensated for the additional expansion of duties and requirements.	Yes
WTP Operator I-Class I	46	Lead Operator-Class I	48	\$ 37,793.86	1	\$ 36,214.10	\$ 38,500.00	6.31%	Yes	Yes	Position would be responsible for managing other Lead operators	Yes
WTP Operator I-Class I	46	Lead Operator-Class I	48	\$ 37,793.86	1	\$ 34,109.40	\$ 38,500.00	12.87%	Yes	Yes	Same as above	Yes
WTP Operator I-Class I	46	Lead Operator-Class I	48	\$ 37,793.86	1	\$ 36,214.10	\$ 38,500.00	6.31%	Yes	Yes	Same as above	Yes
WTP Operator I-Class I	46	Lead Operator-Class I	48	\$ 37,793.86	1	\$ 34,109.40	\$ 38,500.00	12.87%	Yes	Yes	Same as above	Yes
WTP Operator I-Class I	46	Lead Operator-Class I	48	\$ 37,793.86	1	\$ 35,159.02	\$ 38,500.00	9.50%	Yes	Yes	Same as above	Yes
WTP Op I Class II	44	Lead Operator Class II	45	\$ 32,403.51	1	\$ 32,682.78	\$ 36,478.00	11.61%	Yes	Yes	Manages other certified treatment plant operators	Yes
WTP Op I Class II	44	Lead Operator Class II	45	\$ 32,403.51	1	\$ 32,682.78	\$ 34,344.00	5.08%	Yes	Yes	Same as above	Yes
WTP Op I Class II	44	Lead Operator Class II	45	\$ 32,403.51	1	\$ 31,730.65	\$ 33,568.00	5.79%	Yes	Yes	Same as above	Yes
WTP Op I Class II	44	Lead Operator Class II	45	\$ 32,403.51	1	\$ 31,730.92	\$ 34,160.00	7.62%	Yes	Yes	Same as above	Yes

Total Impact	77
Employees	
Aggregate Salary Increase	\$ 227,173.18

Augusta Utilities Department

**Pay-grade Adjustment Justification for the Water Production Division
of the Augusta Utilities Department**

Propose changing the approved title of the **Water Treatment Plant Operator- Pumping Station** (pay-grade 40) to **Lead Operator – Pumping Station** (pay-grade 42)

Justification

The lead operator – Pumping Station currently possess a State of Georgia Water Distribution Certification. At present, we are requiring a lead operator be in charge but he has no recognizes position which designates him as such. The intent of creating this pay grade would clarify the “chain of command”. The lead operator would assume the responsibility of managing other certified personnel. He would be responsible for ensuring an accurate supply of raw water through the regulation of the staging of raw water pumping. He would be held liable for ensuring Augusta Canal water levels were managed properly. He would be held responsible for ensuring completeness and integrity of all official documentation recorded during his shift. In general, he would be held accountable for compliance with all local, state, and federal regulations.

Propose changing the approved title of the **Water Treatment Plant Operator- Class II** (pay-grade 44) to **Lead Operator Water Treatment Plant –Class II** (pay-grade 45)

Justification

The lead operator – Class II currently possess a State of Georgia Water Treatment Plant (WTP) operator’s license - class II. The State of Georgia Environmental Protection Division (EPD) requires that a “responsible party” be in charge of all water treatment plants while in operation. At present, we are requiring a lead operator be in charge but he has no recognizes position which designates him as such. The intent of creating this pay grade would clarify the “chain of command”. The lead operator would assume the responsibility of managing other certified water treatment plant operators. He would be held liable for all chemical/process changes occurring during his shift. He would be held responsible for ensuring completeness and integrity of all official documentation recorded during his shift. In general, he would be held accountable for compliance with all local, state, and federal regulations.

Propose changing the approved title of the **Water Treatment Plant Operator- Class I** (pay-grade 46) to **Lead Operator Water Treatment Plant –Class I** (pay-grade 48)

Justification

The lead operator – Class I currently possess a State of Georgia Water Treatment Plant (WTP) operator’s license - class I. The State of Georgia Environmental Protection Division (EPD) requires that a “responsible party” be in charge of all water treatment plants while in operation. At present, we are requiring a lead operator be in charge but he has no recognizes position which designates him as such. The intent of creating this pay grade would clarify the “chain of command”. The lead operator would assume the responsibility of managing other certified water treatment plant operators. He would be held liable for all chemical/process

changes occurring during his shift. He would be held responsible for ensuring completeness and integrity of all official documentation recorded during his shift. In general, he would be held accountable for compliance with all local, state, and federal regulations.

Propose changing the approved title of the **Laborer position** (pay-grade 36) to **Utility Worker** (pay-grade 38)

Justification

The title laborer is indicative of a position that is absent a specific skill set and is therefore used as a title for a position that requires manual labor for simple mundane tasks. This is not reflective of the current required tasks of the AUD "laborer". These employees are required to assist in the repair of broken water mains, sewer lines, **water treatment plants, and pump stations**. They must use and be familiar with the tools of the trade required for the mentioned repair work. Therefore this position is more accurately referred to as a Utility Worker (Pay-Grade 38). This pay-grade is also reflective of the Maintenance Worker (Pay-Grade 38) that currently exists in other departments.

A further argument could be made that these employees are serving the city at a higher level than the even the Maintenance Worker in other departments because the Maintenance Worker does not have to be on call to provide essential services and further does not have to work in all weather conditions as the Utility Worker must. However, any further adjustment would only complication matters both inside and outside AUD.

Augusta-Richmond County

Job Description

Approved Title: Water Plant Operator
Title: Lead Operator - Pumping Station
Department: Utilities
Reports to: Water Plant Assistant Operations Manager

Job Code:
Overtime: Non-Exempt
Date Prepared: October 3, 2007
Job Grade: 42

GENERAL SUMMARY: Supervises shift, serves as a resource and fills in for Operation's Manager or Asst. Operations' Manager as necessary. Assists in the supervision of the plant facility, equipment, and personnel within the guidelines of department policies, procedures, and supervisory instructions. Reports to the Groundwater 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 certified operators including coaching, training, evaluating and documenting employee development..
2. Occasionally perform duties of management in their their absence.
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

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.

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 Operator I
Title: Lead Operator – Class II
Department: Utilities
Reports to: Water Treatment Plant Supervisor

Overtime: Non-exempt
Date Prepared: May 17, 2007
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 Operation's Manager. **Must possess or obtain Class I Georgia Water Treatment Certification within one year.**

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist in satisfying ever-increasing USEPA/EPD regulations.
2. Performs supervisory duties of other certified operators.
3. Organize and leads task force projects to improve plant performance, appearance and public perception.
4. Performs inspections of plant operations and assist in annual sanitation survey.
5. Prepares monthly reports of bacteria test results, water usage, and chemical inventory.
6. Serves as a resource to subordinate and supervisory personnel.
7. Collects water samples, conducts bacteriological tests, performs quality analysis, and records data.
8. Controls plant processes for human consumption an industrial use, insures water delivered meets or exceeds USEPA/EPD standards.
9. Operates and controls pumps, valves, and chemicals to regulate the treatment and flow of raw water into and through the treatment plant.
10. Repairs and maintains machines, equipment, pumps, electrical equipment, and facilities.
11. Responds to inquiries from the public concerning water system problems.

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, basic math, and chemistry.
- Mastery of 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 an 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: Lead Operator
Title: Shift Supervisor/Operator I
Department: Utilities
Reports to: Water Treatment Plant Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: May 17, 2007
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 Operation's Manager. Must possess or obtain Class I Georgia Water Treatment Certification

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist in satisfying ever-increasing USEPA/EPD regulations.
2. Performs supervisory duties of other certified operators.
3. Organize and leads task force projects to improve plant performance, appearance and public perception.
4. Performs inspections of plant operations and assist in annual sanitation survey.
5. Prepares monthly reports of bacteria test results, water usage, and chemical inventory.
6. Serves as a resource to subordinate and supervisory personnel.
7. Collects water samples, conducts bacteriological tests, performs quality analysis, and records data.
8. Controls plant processes for human consumption an industrial use, insures water delivered meets or exceeds USEPA/EPD standards.
9. Operates and controls pumps, valves, and chemicals to regulate the treatment and flow of raw water into and through the treatment plant.
10. Repairs and maintains machines, equipment, pumps, electrical equipment, and facilities.
11. Responds to inquiries from the public concerning water system problems.

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, basic math, and chemistry.
- Mastery of 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 an 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

UTIL/8

Item # 1

Augusta-Richmond County

Job Description

Approved Title:	Utility Worker	Job Code:	
Title:	Utility Worker	Overtime:	Non-Exempt
Department:	Utilities	Date Prepared:	July 17, 2008
Reports to:	Property & Maintenance Supervisor I	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 the Property and Maintenance Supervisor I or other designated person and works with co-workers to provide maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Lays pipe, taps and treats sewer lines, and flags traffic around work sites.
2. Installs and repairs sewer lines and mains and water meters.
3. Assists in repairing roads, cement and asphalt surfaces, and maintaining and repairing fire hydrants.
4. Maintains and clears water and sewer rights-of-way, vehicle, and equipment.
5. Adjusts valves and manhole covers to grade.
6. Investigates water pressure complaints and answers emergency service calls.
7. Operates machinery.
8. 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 water and sewer line construction and repair techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in repair and construction of water and sewer lines.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- 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, and occasional 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

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

Item # 1

Job Change Justification for Leroy Anderson

Civil Engineer III (Grade 48) to Systems Protection Manager (Grade 52)

Salary \$49,362.44 to \$54,500.00

Mr. Anderson transferred to the Utilities Department Engineering section shortly after consolidation in 1996. At that time he was classified as a Resident Engineer II and the position title was later changed to Civil Engineer III. His duties were related to assisting the Engineering section with various functions. He was also asked to develop a Backflow Prevention Program to protect the Augusta water distribution system in response to a state requirement. He completed those tasks and then he was asked to actually manage the program. Mr. Anderson took on the additional responsibility of managing the Backflow Prevention program without any change in his job classification or level of pay. In addition Mr. Anderson has been asked to develop and manage a program to protect our wastewater collection system from the negative impacts of fats, oils, and grease (FOG) which are a common cause of sanitary sewer overflows in our system. Nearly all of his current work activities are beyond the scope of his currently defined position. In our post-9/11 world these types of programs are becoming increasingly important and there are other initiatives that would reasonably come under his direction. The change in job duties and level of responsibility since 1996 clearly justify changing the job classification to match his current level of responsibility and the organizational needs of the Augusta Utilities Department.

Augusta-Richmond County

Job Description

Approved Title: Systems Protection Manager
Title: Systems Protection Manager
Department: Utilities
Reports to: Assistant Director I

Job Code:
Overtime: Exempt
Date Prepared: June 2, 2008
Job Grade: 52

GENERAL SUMMARY: Responsible for development and operation of both Backflow Prevention and Fats, Oils, and Grease (FOG) programs for the protection of Augusta's water distribution and wastewater collection systems. Assists in planning, reviewing, and administering water and sanitary sewer construction and/or improvements within the guidelines of state laws, local ordinances, Augusta policies and procedures, and accepted survey and engineering practices. Reports to the Assistant Director for Wastewater Treatment 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. Ensure the Backflow Prevention and FOG programs are up to date with Local, Federal and State Standards.
2. Review plans for new construction on water and sewer for commercial development to insure proper system protection devices are installed.
3. Maintain current status reports and files on Backflow Prevention and FOG devices.
4. Assist with other system protection initiatives as required.
5. Coordinate projects with other departments or agencies.
6. Attend pre-construction and utility meetings.
7. Perform and coordinate field inspection of system protection devices.
8. Educate customers and contractors about system protection requirements.

REQUIREMENTS

Education: BS degree in civil or environmental engineering or related field or two years of work experience for each year of missing education.

Experience: 2-4 years in similar position or sufficient experience to perform principal duties and responsibilities.

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, backflow prevention and FOG devices operation and installation.
- Familiarity with departmental policies, procedures, laws and regulations.
- Mastery of operating personal computers.
- 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.
- Certification as a water and/or wastewater system operator preferred.

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

Item # 1

Augusta Utilities
Admin & Customer Service Division
Position Upgrades

Safety and Training Program Manager

Bernard Woods was brought on board as the Safety Officer at a pay grade 44, even though he had over 30 years experience in the field, with the intent of creating a safety program to start monitoring our field workers and make sure they are being safe. His responsibility has grown significantly from that time and now includes:

Handling the development and logistics of our Leadership Training Program
Recordkeeping of all training for certification licenses
Development of a safety training program
Security of all facilities
Key member of Emergency Response Team
Supervision of a pay grade 43 level Training Coordinator
Departmental media relations

We are requesting a change of title to the above and an increase in pay grade to 52.

Cashier

This position is a pay grade level 37. With the increase of our laborers to a pay grade 38, this position will be at a lower level than all positions in the Department except for janitorial positions. This is a historical oversight that should be corrected. There are several responsibilities of this position that require a technical skill level that meets or exceeds several other positions in the department, such as: laborer, meter reader, customer service clerk, billing clerk and customer service representative. The technical requirements of this position that justify a pay grade increase are:

Intermediate skill level in general computer and calculator use
Maintain proficiency in Cashiering module of CIS billing software
Create bank deposits
Responsibility of handling mail and money
Customer Service skills
Ability to work independently

We recommend that this position be upgraded to a pay grade 38.

Augusta-Richmond County

Job Description

Approved Title: Safety and Training Program Manager
Title: Safety and Training Program Manager
Department: Augusta Utilities
Reports to: Director

Job Code:
Overtime:
Date Prepared: June 12, 2008
Job Grade: 52

GENERAL SUMMARY: Management position serves as an executive management resource to develop and maintain organizational culture in the areas of ESH, Training and Emergency Response. Reports to the Department Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Development and implementation of a comprehensive departmental safety program.
2. Development and coordination the department Leadership Training Initiative
3. Develops and coordinates department specific training
4. Coordinate with HR and Risk Management in support of ARC policies, including Substance Abuse Policy and new employee orientation.
5. Security of all facilities
6. Key member of Emergency Response Team
7. Departmental media relations
8. Manage/supervise the Safety & Training Coordinator
9. Inspect/Audit job sites on a regular basis
10. Facilitate and/or conducts investigations
11. Support all field activities as required
12. Ensure regulatory compliance

REQUIREMENTS

Education: Associates degree in a related occupational field of study or equivalent combination of a high school diploma/GED and 8+ years of experience.

Experience: Minimum 5-10 years in similar position or sufficient experience to perform principal duties and responsibilities of the position.

Knowledge/Skills/Abilities:

- Plans, implements, and coordinates program to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses.
- Identifies and appraises conditions which could produce accidents and financial losses and evaluates potential extent of injuries resulting from accidents.
- Conducts or directs research studies to identify hazards and evaluate loss producing potential of given system, operation or process.
- Develops accident-prevention and loss-control systems and programs for incorporation into operational policies of organization.
- Coordinates safety activities of unit managers to ensure implementation of safety activities throughout organization.
- Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports for information of personnel concerned. Maintains liaison with outside organizations, such as fire departments, mutual aid societies, and rescue teams to assure information exchange and mutual assistance.
- Devises methods to evaluate safety program and conducts or directs evaluations.
- Evaluates technical and scientific publications concerned with safety management and participates in activities of related professional organizations to update knowledge of safety program developments.
- Development and coordination of departmental training.

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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Item # 1

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Cashier
Title: Cashier
Department: Utilities
Reports to: Cashiering Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: June 12, 2008
Job Grade: 38

GENERAL SUMMARY: Provides clerical and cashier support within the guidelines of Augusta-Richmond County codes and ordinances, departmental rules and regulations, and instructions from the supervisor. Reports to the Cashiering 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. Maintains proficiency in cashiering module of CIS billing software.
3. Directs customers to service counter for account information.
4. Processes incoming mail.
5. Initiate bank deposit slips.
6. Runs checks through endorsing/scanning machine and produces duplicate receipts upon request.
7. 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.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Pay-grade Adjustment Justification for the C&M Division of the Augusta Utilities Department

Propose changing the approved title of the Working Foreman Skilled position (pay-grade 45) to Assistant Operations Manager (pay-grade 48)

Justification

As mentioned above the approved title is working foreman skilled, however, this title does not accurately reflect the current job duties and demands of this position. The working title of these employees is Assistant Operations Manager, which implies they are taking on the task of personnel management, and this is indeed the case. These employees have been tasked with the supervision of 4 to 5 crews, each having at least 3 employees per crew. Therefore on average the Working Foreman is currently responsible for 12 to 15 employees. Further, these "Foreman" are managing these employees in a very demanding working environment because they are required to organize crews to be available on a 24/7 365 basis in all weather conditions. The management aspect of the position coupled with the on-call requirement has led to the recommendation to properly compensate these employees as managers, which is currently being required of them.

Adjusting this position from a pay-grade 45 to a pay-grade 48 also makes better organizational sense than the current structure. Currently this position directly supervises 4 to 5 employees at pay-grade 43, and this position reports to an Operations Manager of pay-grade 52. Put another way, currently the Operations Manager (Pay-Grade 52) supervises the Working Foreman Skilled (Pay-Grade 45) who supervises 4 to 5 supervisors (Pay-Grade 43). The recommendation is to make this position right by changing the approved title to Assistant Operations Manager (Pay-Grade 48), more accurately compensating for the requirements of the job.

Propose changing the approved title of the Laborer position (pay-grade 36) to Utility Worker (pay-grade 38)

Justification

The title laborer is indicative of a position that is absent a specific skill set and is therefore used as a title for a position that requires manual labor for simple mundane tasks. This is not reflective of the current required tasks of the AUD "laborer". These employees are required to assist in the repair of broken water mains, sewer lines, and pump stations. They must use and be familiar with the tools of the trade required for the mentioned repair work. Therefore this position is more accurately referred to as a Utility Worker (Pay-Grade 38). This pay-grade is also reflective of the Maintenance Worker (Pay-Grade 38) that currently exists in other departments.

A further argument could be made that these employees are serving the city at a higher level than even the Maintenance Worker in other departments because the Maintenance Worker does not have to be on call to provide essential services and further does not have to work in all weather conditions as the Utility Worker must. However, any further adjustment would only complicate matters both inside and outside AUD.

Augusta-Richmond County

Job Description

Approved Title: Assistant Operations Manager
Title: Assistant Operations Manager
Department: Utilities
Reports to: Operations Manager

Job Code:
Overtime: Non-Exempt
Date Prepared: July 28, 1999
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.

- Possess a minimum of Class IV Water Distribution System or Wastewater Collection System Certification.

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 systems 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, and occasional 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

Item # 1

Augusta-Richmond County

Job Description

Approved Title:	Utility Worker	Job Code:	
Title:	Utility Worker	Overtime:	Non-Exempt
Department:	Utilities	Date Prepared:	July 28, 1999
Reports to:	Property & Maintenance Supervisor I	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 the Property and Maintenance Supervisor I or other designated person and works with co-workers to provide maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Lays pipe, taps and treats sewer lines, and flags traffic around work sites.
2. Installs and repairs sewer lines and mains and water meters.
3. Assists in repairing roads, cement and asphalt surfaces, and maintaining and repairing fire hydrants.
4. Maintains and clears water and sewer rights-of-way, vehicle, and equipment.
5. Adjusts valves and manhole covers to grade.
6. Investigates water pressure complaints and answers emergency service calls.
7. Operates machinery.
8. 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 water and sewer line construction and repair techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in repair and construction of water and sewer lines.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- 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, and occasional 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

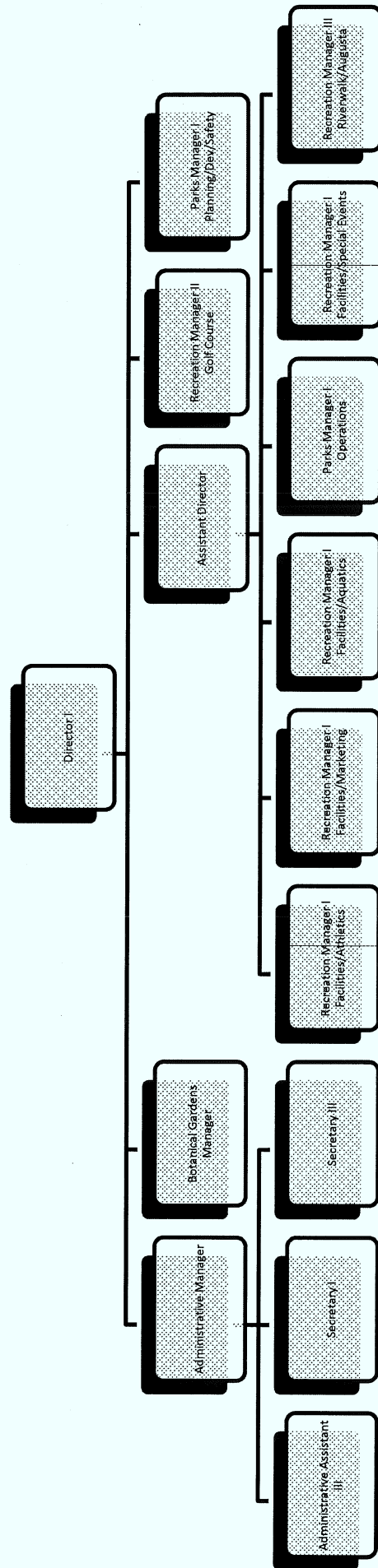
Line or Staff Management

Date

Item # 1

Recreation Department

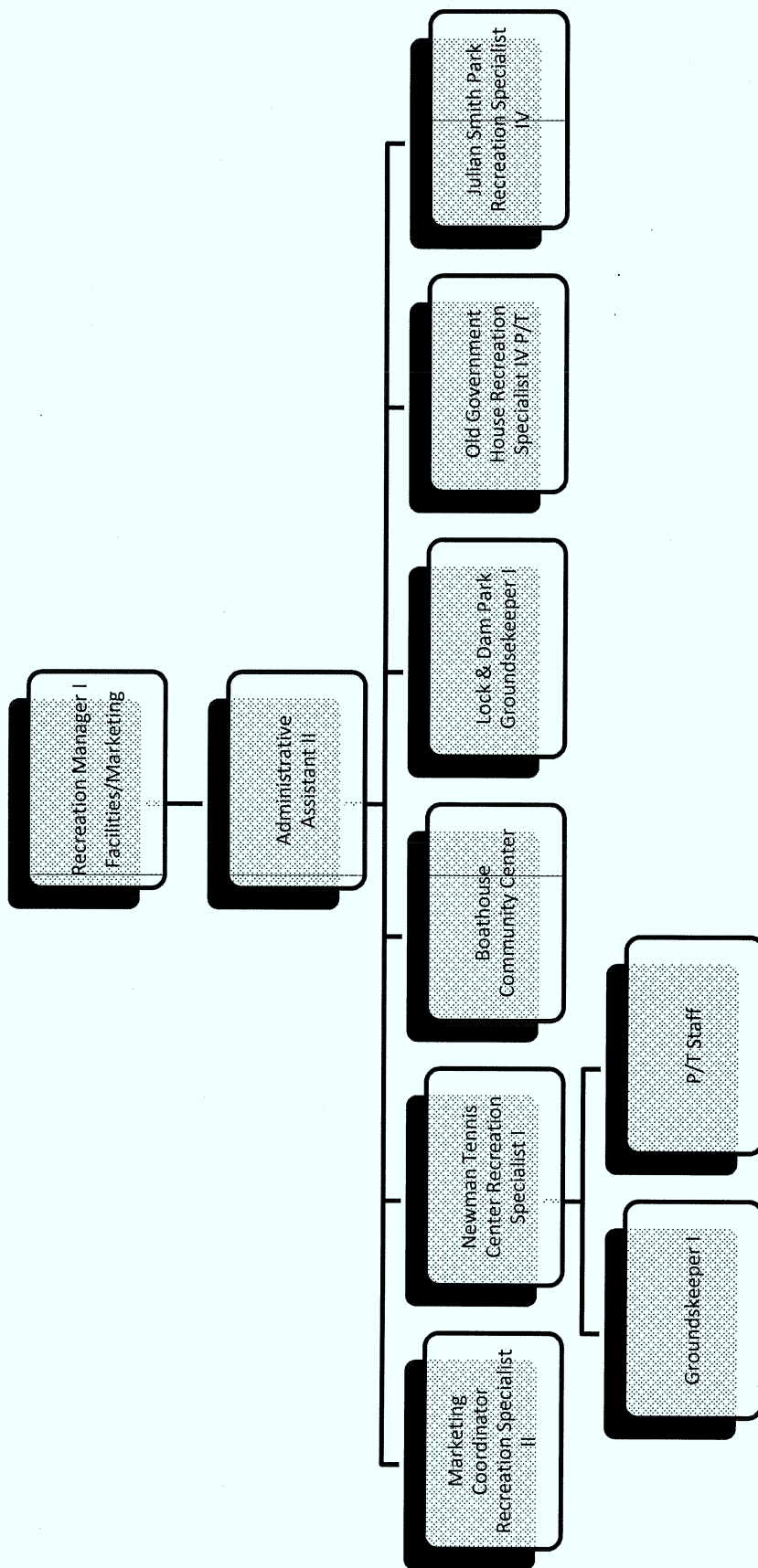
RECREATION AND PARKS DEPARTMENT



Division Charts Attached

RECREATION AND PARKS DEPARTMENT

Marketing Division



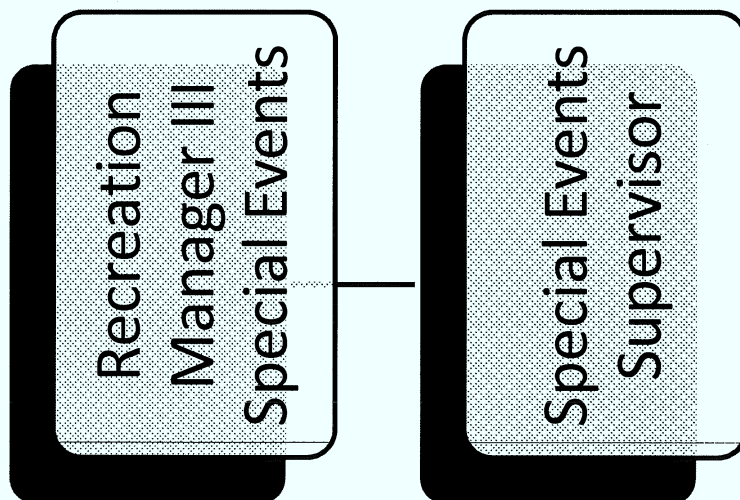
Facility Management Responsibilities

Newman Tennis Center
 Fleming Tennis Center
 The Boathouse Community Center
 Julian Smith Park
 Old Government House
 Lock & Dam Park

Gracewood Park
 Sue Reynolds Park
 Minnick Park
 Baurle Boat Ramp
 Olmstead Stadium/Radford Park
 Riverfront Marina
 Riverwalk

RECREATION AND PARKS DEPARTMENT

Special Events Division



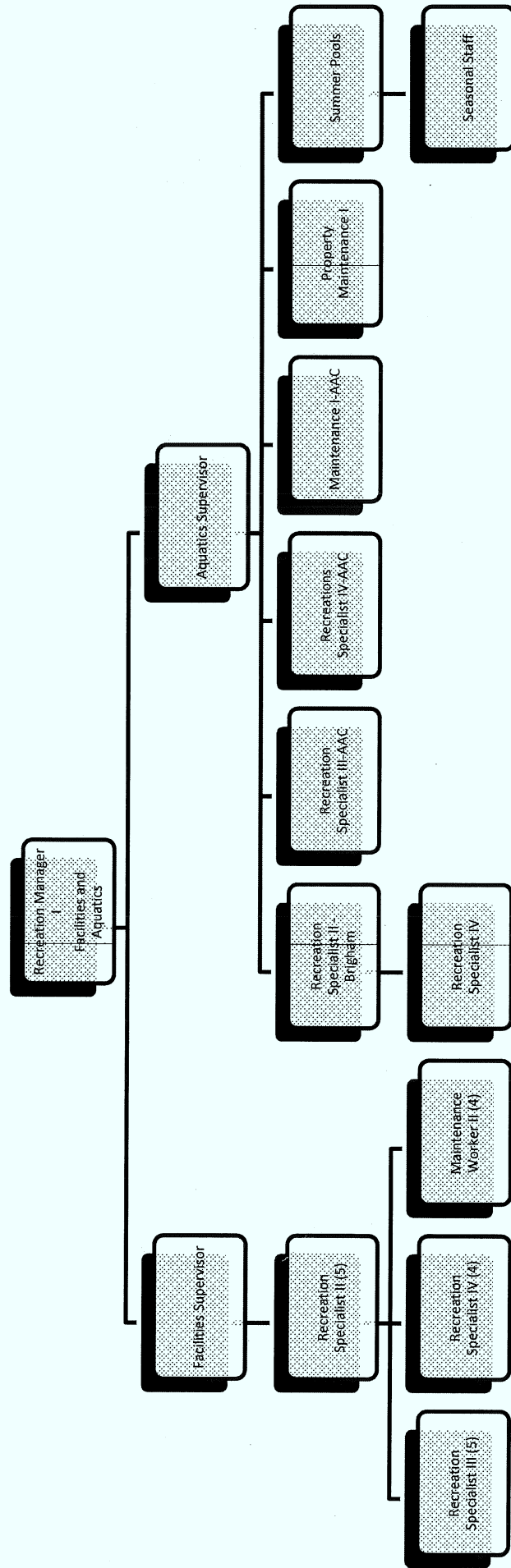
Facility Responsibilities

Riverwalk

Augusta Commons

RECREATION AND PARKS DEPARTMENT

Facilities and Aquatics Division



Facility Responsibilities

Warren Road Park
McDuffie Woods
Big Oak
Hickman Park
Tanglewood
May Park
Dyess Park
Brookfield
M.M. Scott
Bernie Ward
Barrett Park

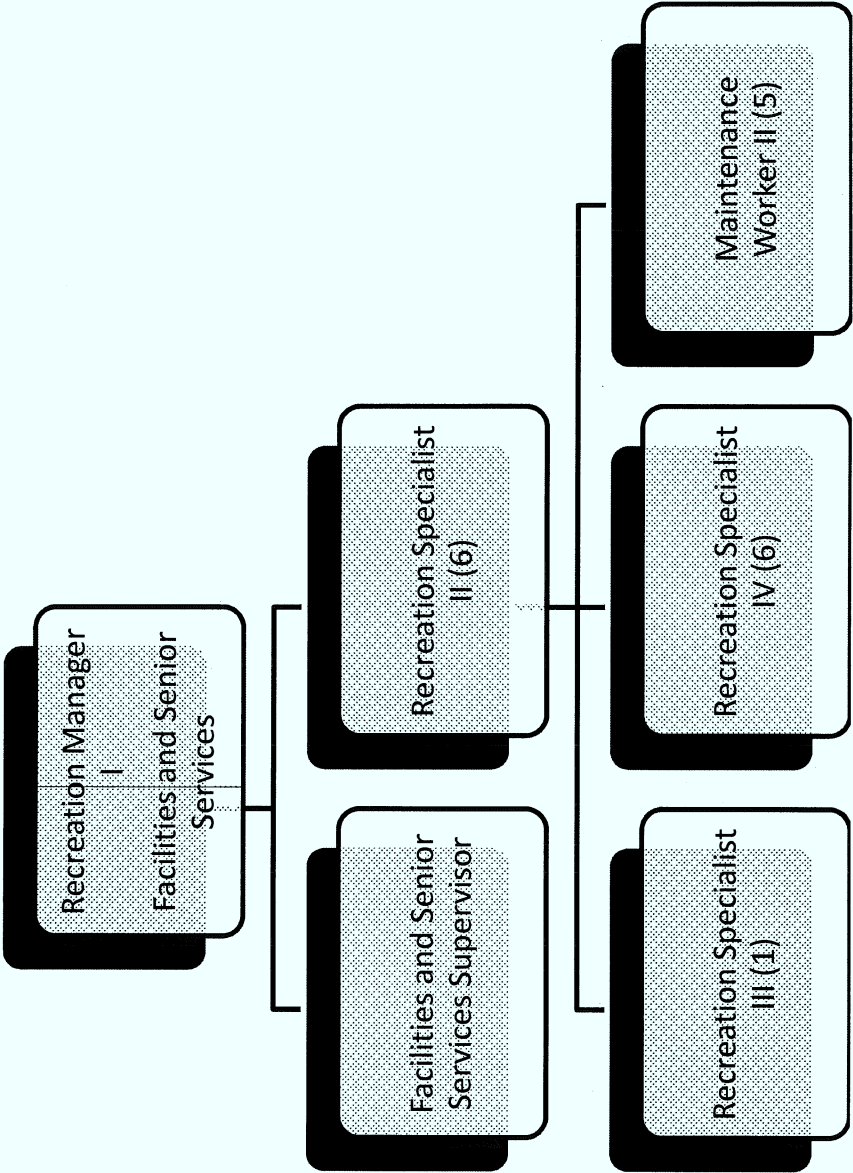
Facility Responsibilities

Augusta Aquatics Center
Brigham Swim Center
Fleming Pool
Brookfield Park Fountain
May Park Pool
Jones Pool
Dyess Pool

*Duties include Augusta Aquatics Management

RECREATION AND PARKS DEPARTMENT

Senior Services Division



Facilities Responsibilities

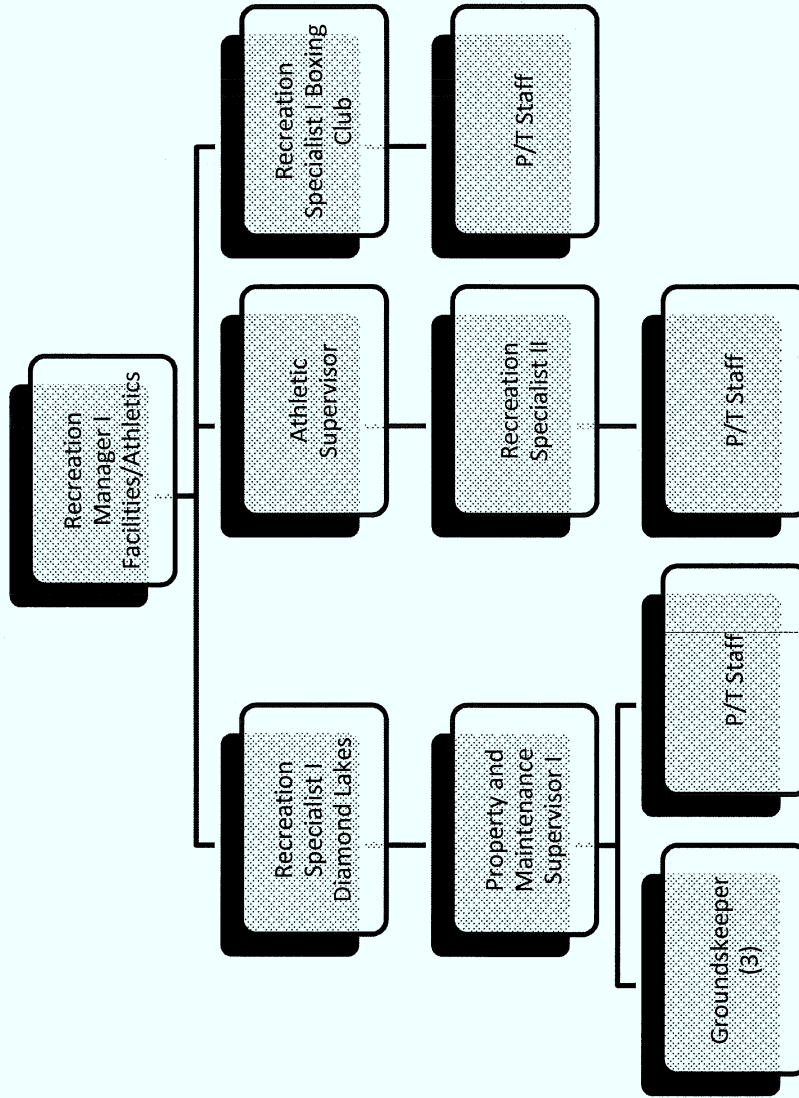
Hephzibah/Carroll
Eastview Park
Jamestown Park
Doughty Park

Sand Hills Park
Blythe Area Park
McBean Park
*Brigham Park
Carrie J. Mays Park

*Excludes Swim Center

RECREATION AND PARKS DEPARTMENT

Athletics Division



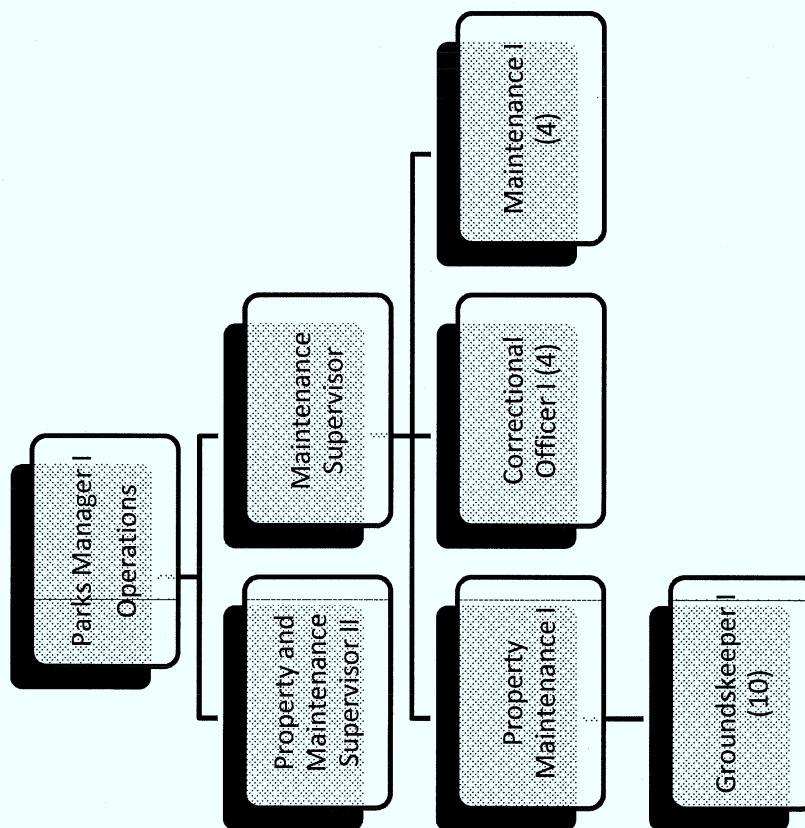
FACILITY RESPONSIBILITIES

Diamond Lakes Regional Park
Eisenhower Park
Augusta Boxing Club
Fleming Athletic Office
Meadowbrook Park
West Vineland

Augusta Soccer Park
Fleming Athletic Complex
Boykin Road
Elliott Park
Woodlake Park

RECREATION AND PARKS DEPARTMENT

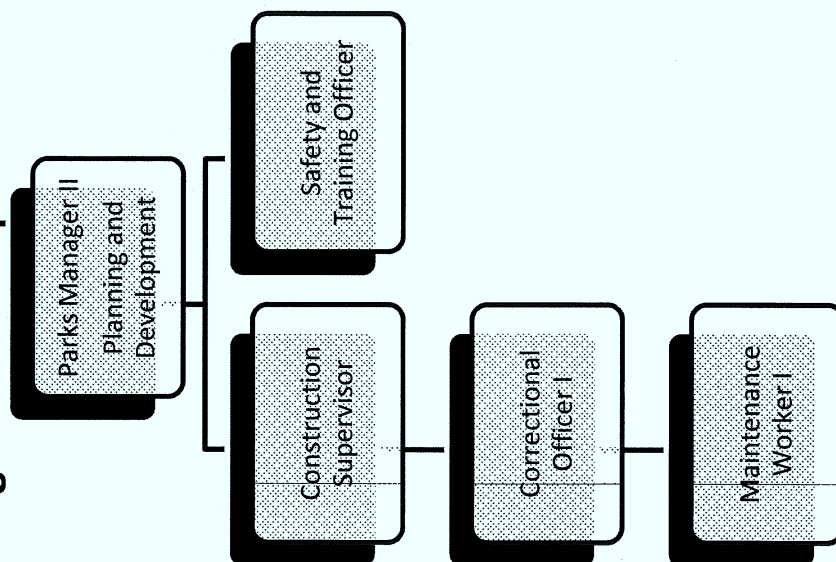
Operations Division



Facility Responsibilities
All Parks within System

RECREATION AND PARKS DEPARTMENT

Planning and Development Division



Facilities Responsibilities

All Park Construction or Renovation Sites – Until Completion

Safety Issues – All Parks

Augusta-Richmond County

Job Description

Approved Title: Property and Maintenance Supervisor I	Job Code:
Title: Pools Coordinator	Overtime: Non-exempt
Department: Parks and Recreation	Date Prepared: April 2, 2007
Reports to: Property & Maintenance Supervisor I	Job Grade: 43

GENERAL SUMMARY: Maintains and implements improvement to athletic fields within the guidelines of state regulations and County and departmental policies and procedures. Reports to the Property and Maintenance Supervisor I or other designated person and works with co-workers, employees, contractors, Health Department Inspectors, American Red Cross, elected officials, and the public to provide maintenance service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develops and implements schedule for fertilization, grassing, irrigation and herbicide on all athletic fields.
2. Develops and implements maintenance schedule on all pool system equipment, and facilities.
3. Assists with preparation of departmental budget and employee payroll.
4. Recruits, hires, and evaluates performance of swimming pool and maintenance personnel.
5. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education. Must possess a Certified Pool Operator's Certificate.

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 methods, equipment, and tools utilized in park construction, maintenance and pool system maintenance.
- Familiarity with state, county, and department policies and procedures.
- Proficiency in basic plumbing, carpentry, electrical wiring, and contract and purchasing 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, and occasional lifting of light and. Work is performed in an office and outdoors with exposure to inclement weather.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Administrative Manager
Title: Office Manager
Department: Parks and Recreation
Reports to: Director

Job Code:
Overtime: Non-exempt
Date Prepared: April 1, 2003
Job Grade: 47

GENERAL SUMMARY: Supervises, administers and implements policies and procedures, department rules and regulations, and personnel policies. Reports to the Director or other designated person and works with department personnel, elected officials, recreation personnel, sales representatives, and the public to ensure efficient operation and accurate records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Monitors expenditures and processes requisitions purchase orders and invoices.
2. Maintains accounting system for department expenditures, receipts, and petty cash and assist with making deposits.
3. Supervise and assist with the returned check program.
4. Process and maintain all personnel records, schedules orientation, schedule physical drug screening and prepares position vacancy forms.
5. Assist in data payments entries daily (telephone, gas, electric and water bills).
6. Supervises secretarial support staff and serves as resource for subordinate personnel.
7. Assist in maintaining departmental budget.
8. Process the recreation and parks Annual Report.
9. Maintains intergovernmental fund vouchers, including Sales Tax Report Form and assists with the 1% sales tax.

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 modern office procedures and computer, bookkeeping, payroll, budgeting, and purchasing.
- Familiarity with County policies and procedures, and departmental policies, procedures, rules and regulations.
- Proficiency in taking and transcribing oral dictation and maintaining accurate financial records.
- Mastery of operating office equipment.
- 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, and occasional lifting of light objects. Work is performed in an office.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: **Recreation Manager III**
Title: **Special Events Manager**
Department: **Recreation and Parks**
Reports to: **Director**

Job Code:
Overtime: **Exempt**
Date Prepared: **September 30, 2004**
Job Grade: **50**

GENERAL SUMMARY: Manages the activities of the Riverwalk, Augusta Common and other Citywide special events within the guidelines of department policies and procedures, insurance regulations, permit requirements, adopted addendum's, and supervisory directions. Reports to the Director or other designated person and works with co-workers, employees, public agencies, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plans, schedules, and coordinates events at Riverwalk, Augusta Common and other citywide special events as assigned.
2. Advises of proper procedures and ensures proper set up of events.
3. Directs clean up crews regarding event logistical preparations before, during and after events.
4. Oversees and organizes vendor displays in the park, inspects permits, and ensures insurance is current.
5. Promotes Riverwalk and Augusta Common facilities and events, writes press releases, designs flyers and ads, and provides mailings of promotional materials upon request.
6. Acts as liaison with private owners of property located at Riverwalk Augusta.
7. Greets and assists visitors.
8. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: BA/BS or equivalent experience in related field or an equivalent level of education and experience.

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Previous experience in public relations and event planning preferred.

Knowledge/Skills/Abilities:

- Considerable knowledge of budget management, public relations, and event planning.
- Proficiency in working with the public, creative marketing, special event implementation, and designing promotional materials.
- Mastery of operating a computer and word processing software, maintaining data files, using standard office equipment, and operating an editing board and a Porta-Trace.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Requires flexibility to work nights, weekends and holidays.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Recreation Manager I
Title: Facilities and Marketing Manager
Department: Parks and Recreation
Reports to: Assistant Director I

Job Code:
Overtime: Exempt
Date Prepared: September 10, 2004
Job Grade: 54

GENERAL SUMMARY: Manages the daily operating of designated facilities and marketing for recreational services within the guidelines of federal and state laws, departmental regulations, County ordinances, policies, and procedures, and safety manuals. Reports to the Assistant Director or other designated person and works with co-workers, consultants, contractors, purchasing agents, civic and community groups, other employees, media, and bookkeepers to provide quality services and functional program sites.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Recruits, hires, supervises, and evaluates the performance of subordinates and volunteers within designated facilities and programs within the department.
2. Assists with the preparation of the annual departmental budget.
3. Compiles information for the purchase of equipment, supplies, and contractual services, prepares requisitions, and recommends purchases.
4. Plans, develops, schedules, and publicizes programmed events and special activities.
5. Conducts staff meetings and safety briefings.
6. Inspects equipment, facilities, vehicles, and recreational areas for safety and maintenance needs.
7. Manages all rental and reservation services within the designated facilities.
8. Manages all outside sponsorship activities and fund raising within department.

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 ability to understand diverse objectives and functions of divisions/departments in order to coordinate work.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of modern administration, marketing, sales, and budget preparation.
- Familiarity with laws, ordinances, County and departmental policies and procedures, and programs, activities, and facilities of the Parks and Recreational Department.
- Proficiency in administration, supervision, and organization.
- 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 ability to distinguish between shades of color. Work is performed in an office and outside with exposure to noise, dust, dirt, chemicals, and inclement weather.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Parks Manager I
Title: Planning and Development Manager
Department: Parks and Recreation
Reports to: Director

Job Code:
Overtime: Exempt
Date Prepared: September 10, 2004
Job Grade: 54

GENERAL SUMMARY: Provides management and administrative direction for current and future capital improvement program initiatives designed to develop a comprehensive park and recreation system within the guidelines of federal and state laws, departmental regulations and County ordinances, policies and procedures. Reports to Director or other designated person and works with co-workers, volunteer workers, urban planners, engineers, county commissioners, neighborhood organizations, security personnel and the public to provide support for capital improvements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides management and administrative direction for current and future capital improvement program initiatives designed to develop a comprehensive park and recreation system.
2. Coordinates all master planning for park development and short- and long-range planning goals for facility needs in Augusta-Richmond County.
3. Develops and implements RFP's, bid documentation, bid administration, construction, and post-construction follow-up on internal SPLOST projects.
4. Evaluates design and construction documents for compliance and accuracy and interacts with professional service providers and contractors to coordinate and monitor projects.
5. Creates and implements budget analysis and project status reports.
6. Prepares requisitions, purchase orders, and payment applications for all design and construction projects.
7. Manages safety and training programs within the department.
8. Serves as a resource for subordinate personnel.

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.

Knowledge/Skills/Abilities:

- Considerable knowledge of the principles of public park and recreation administration, recreational activities which make up community programs, the type of facilities and equipment utilized in park and recreation programs, and the techniques and equipment needed to construct, maintain, and operate recreation areas and facilities.
- Familiarity with legal procedures and documents and departmental and governmental policies and procedures.
- Proficiency in analyzing and evaluating recreational programs and needs, planning data and demographics, and negotiating agreements.
- Mastery of recreation site planning and construction, and knowledge of long- and short-range planning, and evaluation methods.
- Skills in interpreting maps, plans, plots and related documents.
- 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 Georgia driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

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

Augusta-Richmond County *Job Description*

Approved Title: Recreation Manager I
Title: Facilities and Aquatics Manager
Department: Parks and Recreation
Reports to: Assistant Director

Job Code:
Overtime: Exempt
Date Prepared: September 10, 2004
Job Grade: 54

GENERAL SUMMARY: Manages the daily program/aquatics operations of Recreation facilities within the guidelines of federal and state laws, department policies and procedures, Georgia Parks and Recreation guidelines, and safety guidelines. Reports to the Assistant Director or other designated person and works with co-workers, other employees, program participants, civic and community organizations, physicians, media, and the public to ensure availability and success of programs and facilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs needs assessments for local communities and recommends plans for service improvement within designated facilities.
2. Organizes programs publications, and informs the public about programs and services.
3. Coordinates and implements building rental operations within assigned areas.
4. Recruits, assigns, trains, and evaluates the performance of staff and volunteers.
5. Prepares budget, supervises the disbursement of funds, and assigns fees and charges for programs and services.
6. Assists in planning and developing goals, programs, operations, and facilities for the department.
7. Inspects facilities and equipment to insure quality assurance and safety.

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 ability to understand diverse objectives and functions of subunits in a division/department in order to direct and coordinate work.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of modern recreation administration, program development, facility management and implementation in recreation, supervision, and purchasing.
- Considerable knowledge of Aquatic Programming and Swimming Pool operations.
- Familiarity of Lifeguard Training and Certification.
- Familiarity with laws, ordinances, and city, county, departmental policies and procedures, and programs, activities, and facilities.
- Proficiency in public relations and use of the media, filling out grant applications, accounting and basic mathematics.
- Mastery of operating general office equipment.
- 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.
- Possess or have ability to obtain a certified pool operator's (CPO) certificate.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, walking,, lifting of light or heavy objects, using tools requiring a high degree of dexterity, and ability to distinguish between shades of color. Work is performed in an office or outside with exposure to noise, dust, dirt, machinery and its moving parts, and cold or inclement weather.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Item # 1

Augusta-Richmond County **Job Description**

Approved Title: Recreation Manager I
Title: Facilities and Senior Services Manager
Department: Parks and Recreation
Reports to: Assistant Director

Job Code:
Overtime: Exempt
Date Prepared: September 10, 2004
Job Grade: 54

GENERAL SUMMARY: Manages the daily operations of designated facilities and programs within the guidelines of federal and state laws, department policies and procedures, Georgia Parks and Recreation guidelines, and safety guidelines. Reports to the Assistant Director or other designated person and works with co-workers, other employees, program participants, civic and community organizations, physicians, media, and the public to ensure availability and success of programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs needs assessments for local communities and recommends plans for service improvement within designated facilities.
2. Organizes programs publications, and informs the public about programs and services.
3. Coordinates and implements building operations and inspection within designated facilities.
4. Recruits, assigns, trains, and evaluates the performance of program staff.
5. Prepares budget, supervises the disbursement of funds, and assigns fees and charges for programs and services.
6. Assists in planning and developing goals, programs, operations, and facilities for the department.
7. Coordinates and manages contracts and service/vendor agreements related to Senior Nutrition procedures and services.

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 ability to understand diverse objectives and functions of subunits in a division/department in order to direct and coordinate work.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of modern recreation administration, program development, gerontology and implementation in recreation, supervision, and purchasing.
- Considerable knowledge of senior Adult Programming and services.
- Familiarity with laws, ordinances, and city, county, departmental policies and procedures, and programs, activities, and facilities.
- Proficiency in public relations and use of the media, filling out grant applications, accounting and basic mathematics.
- Mastery of operating general office equipment.
- 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, walking,, lifting of light or heavy objects, using tools requiring a high degree of dexterity, and ability to distinguish between shades of color. Work is performed in an office or outside with exposure to noise, dust, dirt, machinery and its moving parts, and cold or inclement weather.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: **Parks Manager I**
Title: **Operation Division Manager**
Department: **Parks and Recreation**
Reports to: **Assistant Director**

Job Code:
Overtime: **Exempt**
Date Prepared: **September 10, 2004**
Job Grade: **54**

General Summary: Supervises, directs and coordinates maintenance and repair services within the guidelines of state regulations and County departmental policies and procedures. Reports to the Assistant Director or other designated person and works with co-workers, employees, vendors, elected officials and the public to ensure safety and construction compliance.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Compiles specification information and estimates for the purchase of equipment, supplies, and contractual services, and recommends purchases.
2. Inspects equipments, facilities, vehicles and recreational areas for safety and maintenance needs and conducts inventory of same.
3. Monitors gas usage.
4. Conducts staff meetings and safety briefings.
5. Recruits, hires and evaluates subordinates.
6. Assists with the preparation of the annual departmental budget.
7. Manages work assignments within division to comply with program goals, objectives and timetable.

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 ability to understand diverse objectives and functions of subunits in a division/department in order to direct and coordinate work.

Knowledge/Skills/Abilities:

- Considerable knowledge of practices and principals of administration, supervision, and parks systems maintenance operations.
- Knowledge of turf and athletic field maintenance procedures and practices.
- Familiarity with state, county, and department policies and procedures, including contract and purchasing procedures.
- Proficiency in methods, equipment and tools utilized in park construction and maintenance, interpersonal relations, basic accounting and bookkeeping practices.
- Mastery of using a calculator and computer.
- 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.
- Coordination of departmental HVAC, electrical and plumbing needs.

PHYSICAL DEMANDS

Intermittent sitting, standing, walking, stooping, crouching, occasional lifting of light and heavy objects. Requires ability to distinguish between shades of color. Work is performed in an office and outdoors with exposure to inclement weather.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Item # 1

Augusta-Richmond County

Job Description

Approved Title: Operations Supervisor
Title: Golf Course Superintendent
Department: Parks and Recreation
Reports to: Golf Course Manager

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 47

GENERAL SUMMARY: Maintains recreation grounds within the guidelines of supervisory instructions, County and departmental policies and procedures, and standard work practices. Reports to the Working Foreman Technical or other designated person and works with co-workers to ensure recreation grounds are maintained.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for all maintenance associated with trees, fairways, greens and adjoining facilities of a golf course.
2. To include all fertilization, herbicidal and pesticidal application and irrigation.
3. Operations necessary to maintain golf course. Also, supervises grounds crew.

REQUIREMENTS

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

Experience: Three to five 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 grounds maintenance practices and principles.
- Familiarity with County and departmental policies and procedures.
- Proficiency in basic carpentry, plumbing and building maintenance.
- Mastery of operating band saw, backhoe, lettering machine, and hand tools.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate department 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.
- Possess or have ability to obtain a pesticide license.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools requiring high degree of manual dexterity. Work is performed outside with exposure to inclement weather, dust, dirt, noise, and machinery with moving parts, and irritating chemicals 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: Operations Supervisor
Title: Construction Supervisor
Department: Parks and Recreation
Reports to: Planning and Development Manager

Job Code:
Overtime: Non-exempt
Date Prepared: April 1, 2003
Job Grade: 47

GENERAL SUMMARY: Assist the Planning and Development Manager with the coordination, scheduling, monitoring and inspection of park and recreation facility related construction, rehabilitation and major projects.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with the coordination of park, facility construction, rehabilitation and major maintenance projects.
2. Inspect and or monitor the inspection of work performed by contractors to ensure conformance with plans, specifications and applicable standards.
3. Develop project budgets.
4. Facilitate the timely completion of planned projects in accordance with schedules, specifications and budget.
5. Maintains project records to include purchasing documents, project control charts, reports and personnel correspondence.
6. Provide indirect supervision to employees from within and outside the department relating to park projects.
7. Provide supervision to outside to employees from within and outside the department relating to park projects.
8. Enforce established safety policies and procedures, conducts safety meetings and other appropriate training sessions.

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 construction, installation, maintenance practices and principles, County purchasing procedures, and building codes, laws, regulations and City standards.
- Familiarity with County and departmental policies and procedures.
- Proficiency in supervision and organization and estimating cost of repair work and work and new construction for labor and material.
- Ability to read and interpret landscape and construction plans and specifications.
- Ability to be an innovative problem solver.
- Ability to identify discrepancies between plans and actual work in the field.
- Ability to handle and prioritize multiple assignments.
- Possess or have ability to obtain a valid state operators/drivers license for the type vehicle or equipment operated.
- Travel required from the office to job sites on a regular basis.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, walking, bending, crouching, lifting of light and heavy objects, using tools requiring a high degree of dexterity, climbing ladders, and ability to distinguish between shades of color. Work is performed outdoors with exposure to cold or inclement weather, noise, dust, dirt, grease, and machinery and its 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: Operations Supervisor
Title: Maintenance Supervisor
Department: Parks and Recreation
Reports to: Planning and Development Manager

Job Code:
Overtime: Non-exempt
Date Prepared: April 1, 2003
Job Grade: 47

GENERAL SUMMARY: Assist the Planning and Development Manager with the coordination, scheduling, monitoring and inspection of park and recreation facility related construction, rehabilitation and major projects.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with the coordination of park, facility construction, rehabilitation and major maintenance projects.
2. Inspect and or monitor the inspection of work performed by contractors to ensure conformance with plans, specifications and applicable standards.
3. Develop project budgets.
4. Facilitate the timely completion of planned projects in accordance with schedules, specifications and budget.
5. Maintains project records to include purchasing documents, project control charts, reports and personnel correspondence.
6. Provide indirect supervision to employees from within and outside the department relating to park projects.
7. Provide supervision to outside to employees from within and outside the department relating to park projects.
8. Enforce established safety policies and procedures, conducts safety meetings and other appropriate training sessions.

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 construction, installation, maintenance practices and principles, County purchasing procedures, and building codes, laws, regulations and City standards.
- Familiarity with County and departmental policies and procedures.
- Proficiency in supervision and organization and estimating cost of repair work and work and new construction for labor and material.
- Ability to read and interpret landscape and construction plans and specifications.
- Ability to be an innovative problem solver.
- Ability to identify discrepancies between plans and actual work in the field.
- Ability to handle and prioritize multiple assignments.
- Possess or have ability to obtain a valid state operators/drivers license for the type vehicle or equipment operated.
- Travel required from the office to job sites on a regular basis.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, walking, bending, crouching, lifting of light and heavy objects, using tools requiring a high degree of dexterity, climbing ladders, and ability to distinguish between shades of color. Work is performed outdoors with exposure to cold or inclement weather, noise, dust, dirt, grease, and machinery and its moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

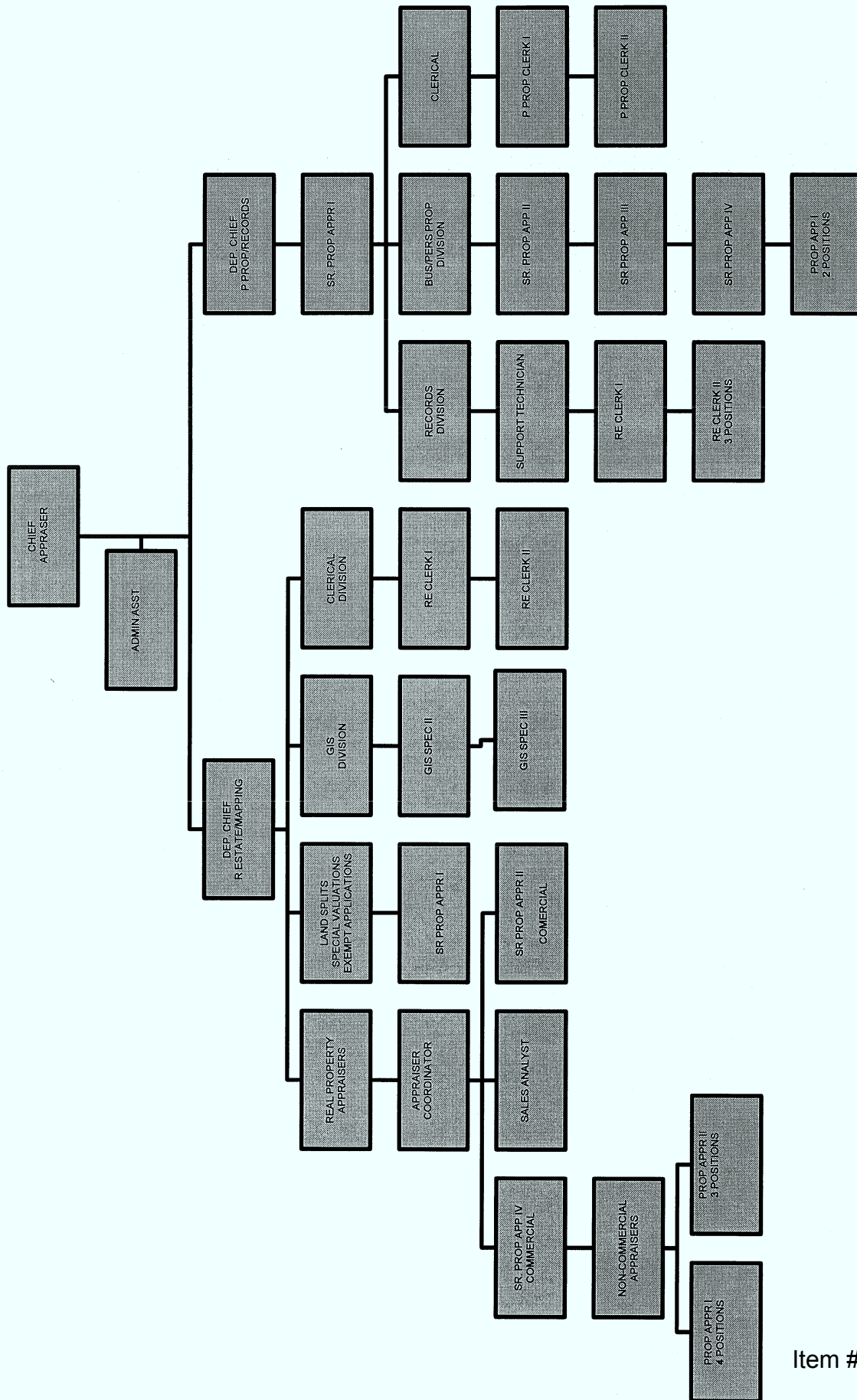
Date

Line or Staff Management

Date

Tax Assessor's Office

RICHMOND COUNTY BOARD OF ASSESSORS



Reclassifications

**Nancy Greer
Sr. Property Appraiser III
Tax Assessor's Office**

Question:

How long have you been employed with the City of Augusta, how long have you been in your current position and what is your current position?

**Answer: Mar 1988-April 2000 then July 2003-to present
I have been at my current position since 2005 as a proposed Appraisal Coordinator**

Question:

How many others perform the same types of duties performed by you in the department?

Answer: None

Question:

In what way has your position changed in the past two years?

Answer: I was hired as a Commercial Appraiser in 2003 but have been performing the duties of the proposed Appraisal Coordinator since 2005 see attached

Question:

How much additional time is required to perform these additional duties?

Answer: Not so much additional time. Just a whole different set of job duties and responsibilities.

Question:

Do others in the same classification as you perform the same duties?

Answer: No

Question:

Why do you feel your position is improperly classified?

Answer: Based on job activities

Question:

Please provide any information you can as it related to the duties you perform on a daily basis.

Answer: See job description attached

Question:

Is there any other information you would like to share with me today concerning your position being reclassified?

Answer: No

Augusta-Richmond County

Job Description

Approved Title: Appraisal Coordinator
Title: Appraisal Coordinator
Department: Tax Assessor's Office
Reports to: Deputy Chief Appraiser

Job Code:
Overtime: Exempt
Date Prepared: July 18, 2008
Job Grade: 50

GENERAL SUMMARY: Supervises and assists in the valuation of all tangible real property, taxable and exempt, in Richmond County, within guidelines of Georgia laws, and accepted standards of appraisal procedures. Reports to Deputy Chief Appraiser or other designated person. Works with appraisers and general public to coordinate appraisal services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures new appraisers are adequately trained
2. Audits workflow of appraisers at all phases (field work, initial opinion of value, defense of values) of production
3. Develops reports including sales ratio analysis for appraisal staff to increase work productivity and ensure minimum standard are maintained.
4. Assist in compiling digest
5. Prepares for transmittal real property Assessment Change Orders (ACO's)
6. Confers with supervisor to manage RCDA Accounts, Amendments 65/74 Accounts and Enterprise Zone Accounts
7. Review all applications for Special Assessments and prepare report with recommendation to the Board of Assessors.
8. Assist in valuing Public Utilities.
9. Perform other delegated task as needed.

REQUIREMENTS

Education: Bachelor's Degree in accounting or related field of study or ten years work experience in real property.

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

- Considerable knowledge of State and county laws, ordinances, rules, regulations and departmental policies governing ad valorem taxation of tangible property valuation methods and accounting procedures, advanced valuation techniques, methodologies and market trends
- Advanced proficiency in statistics and other quantitative tools of data analysis, interpreting mathematical concepts, rendering technical and interpretive judgments concerning values.
- Advanced proficiency in comprehending construction diagrams and blueprints and recognizing deviations in same, and comprehending corporate financial records.
- Mastery of computer use and standard office equipment.
- Good oral and written communication skills.
- Demonstrated ability to work independently.

Other:

- In-house applicants must be certified as an Appraiser III prior to applying. New hires shall complete their probationary year with a minimum Appraiser III certification with an exam score sufficient to immediately proceed to the Appraiser IV level.
- Must not be less than 21 years of age.
- Must have a valid driver's license.
- Must successfully complete at least 40 hours of training during each two years of tenure.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects. Work is performed in an office and field sites with exposure to noise, cold, inclement weather, dirt and dust.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Item # 1

Reclassifications

Jeanie Anderson
Applications Developer III
Tax Assessor's Office

Question:

How long have you been employed with the City of Augusta, how long have you been in your current position and what is your current position?

Answer:

27 years, I would guess about 14 years, Application Developer III

Question:

How many others perform the same types of duties performed by you in the department?

Answer:

When I got this position no one. Now Jeanette Spencer and Teri Wodzisz.

Question:

In what way has you're your position changed in the past two years?

Answer:

Jeanette Spencer now runs reports for the appraisers and Teri Wodzisz runs them for personal property. I now audit the land record clerks work and assist them with their questions and research in order for them to transfer properties

Question:

How much additional time is required to perform these additional duties?

Answer:

Almost all of my time now is devoted to land records work

Question:

Do others in the same classification as you perform the same duties?

Answer:

I am the only employee in this classification

Question:

Why do you feel your position is improperly classified?

Answer:

Mr. Hicks feels that it is

Question:

Please provide any information you can as it related to the duties you perform on a daily basis.

Answer:

Question:

Is there any other information you would like to share with me today concerning your position being reclassified?

Answer:

Augusta-Richmond County **Job Description**

Approved Title: Appraisal Support Technician
Title: Appraisal Support Technician
Department: Tax Assessor
Reports to: Deputy Chief Personal Property

Job Code:
Overtime: Non-exempt
Date Prepared: July 18, 2008
Job Grade: 44

GENERAL SUMMARY: Ensures accuracy of documents related to ownership changes and exemptions. Receives applications for exempt properties (to be transmitted to appropriate section) and responds to inquiries within the guidelines of state and county laws. Reports to the Deputy Chief (Personal Property) and works with co-workers, employees, and the public to provide accurate and accessible records.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Audits work of clerks processing real estate reels.
2. Assist real estate clerks with mailing address changes, posting homestead exemptions, and transfers.
3. Review (for appropriateness) exempt codes of newly transferred properties.
4. Run reports as requested by public.
5. Assist in training real estate clerks.
6. Assist public as needed.
7. Assist in preparing annual tax digest.

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 filing and record keeping systems.
- Familiarity with state and County laws, rules and regulations regarding property tax and appraisal methods, and departmental policies and procedures.
- Proficiency in researching and reading deeds, plats, and maps and basic mathematical calculations.
- Mastery of filing, operating computer, specialized software, standard office equipment, and microfilm equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Must successfully complete at least 40 hours of training during each two years of tenure.
- Possess or have ability to complete the Appraiser II examination as established for this level and be certified by the Georgia Department of Revenue as an Appraiser II within 12 months of the date of assuming this 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 in an office with exposure to noise.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date