



Engineering Services Committee Committee Room- 10/29/2007- 1:30 PM
Meeting

ENGINEERING SERVICES

1. Approve creation of career advancement opportunities, new positions, salary adjustments and reclassification of existing positions in Utilities. ☐ [Attachments](#)
2. Approve Change Order #1 to Blair Construction Company Inc. to make final quantity adjustments (deductions and overruns) in accordance with the terms of the unit price contract as well as add two new unit price line items to the contract. ☐ [Attachments](#)
3. Motion to authorize condemnation of a portion of Property # 013-3-009-00-0 and 013-3-016-00-0 1088 Alexander Drive, which is owned by Charles and Rose Robertson for 2,492 sq. Feet of Permanent Easement. PW Project: Alexander Drive Project. ☐ [Attachments](#)
4. Motion to authorize condemnation of a portion of Property # 059-0-013-03-0 New Savannah Road, which is owned by M.B.R. Holdings, L.L.C. for 861 Sq. Feet for a permanent easement. AUD Project: 60115. ☐ [Attachments](#)
5. Motion to authorize condemnation of a portion of Property # 059-0-013-01-0 516 Skyview Drive, which is owned by M.B.R. Holdings, L.L.C. for 228 Sq. Feet for a permanent easement. A.U.D. Project: 60115. ☐ [Attachments](#)
6. Motion to authorize condemnation of a portion of property # 139-0-441-00-0 3848 New Karleen Road, which is owned by Michael Jones, for 300 sq. feet of temporary easement. AUD project: 50202 Horsepen Sanitary Sewer, Phase 2. ☐ [Attachments](#)

7. Motion to authorize condemnation of a portion of property # 128-0-085-00-0 3633 New Karleen Road, which is owned by Wanda Ellison for 1,275 sq. feet for a permanent easement and 854 sq. feet of temporary easement. AUD Project: 50202 Horsepen Sanitary Sewer, Phase 2. ☐ [Attachments](#)
8. Approve a proposal for a Professional Services Agreement with Rothberg, Tamburini & Winsor, Inc. (RTW) to identify and evaluate alternative approaches for addressing potential changes to permits for the discharge of treated wastewater from Augusta's water pollution control plants. ☐ [Attachments](#)
9. Authorize award and execution of an engineering contract with Cranston, Robertson and Whitehurst P.C. in the amount of \$124,170 for professional services in association with engineering for implementing the recommendations associated with the Augusta Canal Bank Study. ☐ [Attachments](#)
10. Motion to approve the Intergovernmental Agreement regarding use of the Laney Stadium Facilities and Parking Lot. ☐ [Attachments](#)
11. Motion to approve the License Agreement regarding use and care of the Laney Stadium Parking Lot by MCG. ☐ [Attachments](#)
12. Approve the award of the contract to replace the roof on the ARC Lumpkin Road Tag Office and Board of Elections Warehouse to the low bidder, I & E Specialties, with a base bid of \$48,235.00 to be funded from Capital Outlay. ☐ [Attachments](#)
13. Approve contract with I&E Specialist, Inc. in the amount of \$36,700 to replace the storage warehouse roof located at 2316 Tobacco Road. ☐ [Attachments](#)



Engineering Services Committee Meeting

10/29/2007 1:30 PM

Career Ladders, New Positions, Salary Adjustments and Reclassification of Positions in Utilities

Department: Utilities, N. Max Hicks, Director

caption2: Approve creation of career advancement opportunities, new positions, salary adjustments and reclassification of existing positions in Utilities.

Background:

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

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

Analysis:

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

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

Financial Impact:

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

status with other departments as well as compete with outside organizations in order to attract and keep quality employees.

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

and after, the budget effect will be approximately \$1,069,602 per year. Because AUD was able to balance the 2007 budget with a full year of these changes anticipated, the only net increase in the 2008 and succeeding year's budgets relating to this item will be the effect of any raises on these new salaries. • Additional revenue from Ft. Gordon is expected to exceed \$1.7 million per year in 2008 and \$3.7 million per year thereafter. This previously unprojected revenue is significantly more than enough to offset the effect of this agenda item for 2008 and beyond without creating a need to cut expenses anywhere else.

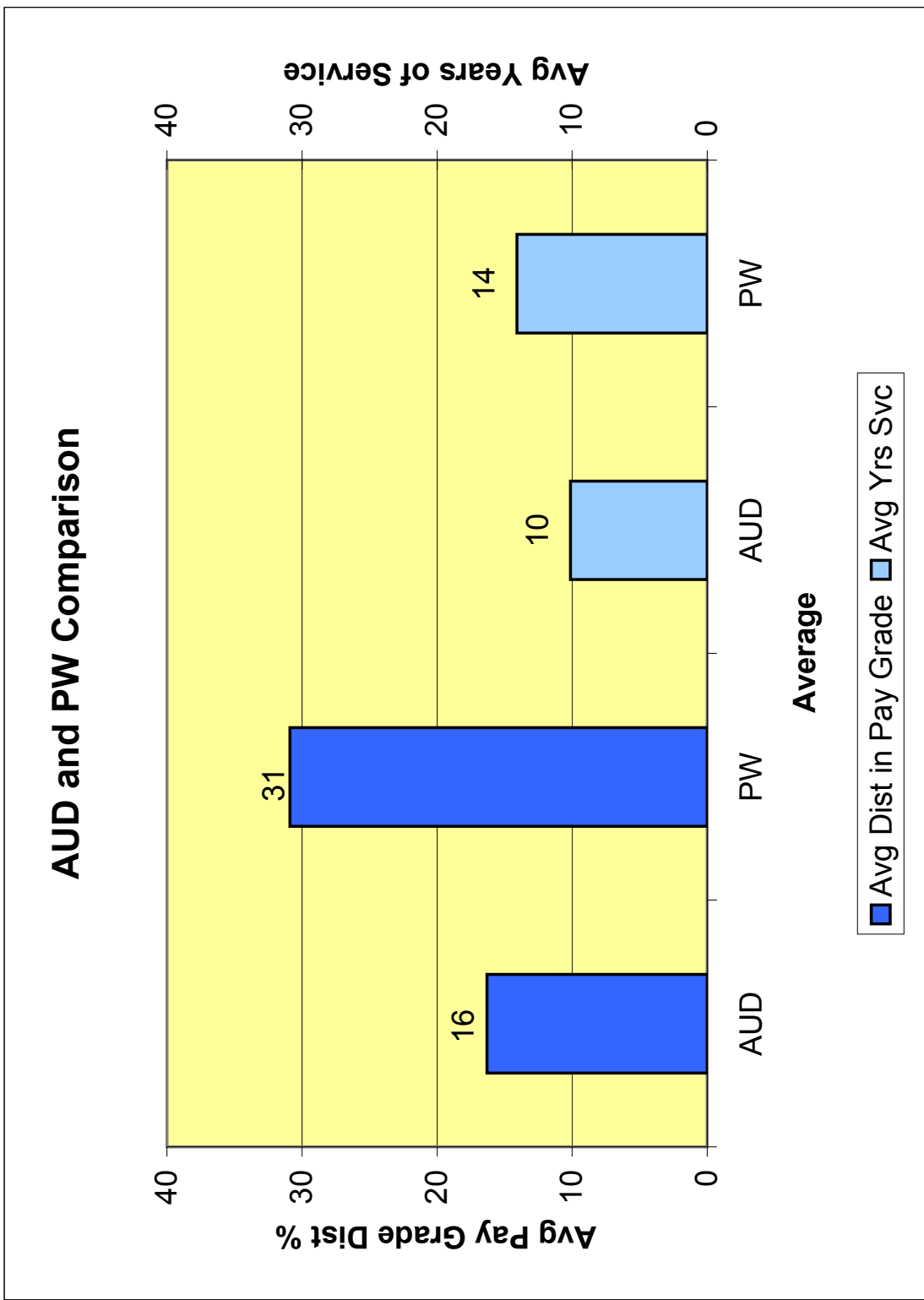
Alternatives: Do not approve the agenda item and risk not being able to hire and retain enough qualified people to service the Ft. Gordon contract and provide quality service to all AUD's customers.

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

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

REVIEWED AND APPROVED BY:

**Finance.
Human Resources.
Administrator.**



AWWA Salary Survey
2007

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

AWWA Salary Survey
2007

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

AWWA Salary Survey
2007

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

AWWA Salary Survey
2007

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

AWWA Salary Survey
2007

2005 AWWA Compensation Survey

Augusta Utilities Department

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

AWWA Salary Survey
2007

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

AWWA Salary Survey
2007

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

**Augusta-Richmond County
Utilities Department
Salary Survey Comparisons**

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

**Augusta-Richmond County
Utilities Department
Salary Survey Comparisons**

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

**Augusta-Richmond County
Utilities Department
Salary Survey Comparisons**

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

Statistics:

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

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

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

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

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

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

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

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

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

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

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

Augusta Utilities
Recommended Career Ladders & Reclassifications
October, 2007

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Augusta-Richmond County

Job Description

Approved Title: Engineering Technician II
Title: Engineering Technician II
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 44

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School Diploma or equivalent level of education and experience.

Experience: 0-2 years experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Engineering Technician I
Title: Engineering Technician I
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of the principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and applicable laws and regulations.
- Proficiency in maintaining and organizing files, drawings, and maps.
- Mastery of drafting and using surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Civil Engineer III
Title: Civil Engineer III
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Civil Engineer II
Title: Civil Engineer II
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 25, 2007
Job Grade: 53

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 2-4 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Civil Engineer I
Title: Civil Engineer I
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 25, 2007
Job Grade: 55

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 4+ years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Design Engineer III
Title: Design Engineer III
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 53

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Design Engineer II
Title: Design Engineer II
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 55

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Design Engineer I
Title: Design Engineer I
Department: Utilities
Reports to: Engineering Services Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 56

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 5 years experience to perform principal duties and responsibilities. Possess P.E. License.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and theories of civil engineering, water and sanitary sewer materials and construction, surveying and design principles and practices, construction estimating, and backflow prevention and installation.
- Familiarity with departmental policies and procedures and laws and regulations.
- Proficiency in administering construction contracts.
- Mastery of operating personal computers and using drafting and surveying instruments.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Engineering Service Manager
Title: Engineering Service Manager
Department: Utilities
Reports to: Asst. Director - Engineering

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 57

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of modern engineering principles and practices and laws and regulations pertaining to water treatment, distribution, wastewater treatment, and collection.
- Proficiency in management, supervision, and interpersonal communication.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Inspector III
Title: Inspector III
Department: Utilities
Reports to: Lead Inspector

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.

Experience: 0-3 years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Familiarity with departmental policies and procedures.
- Proficiency in mathematics and reading construction plans.
- Mastery of record keeping.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Inspector II
Title: Inspector II
Department: Utilities
Reports to: Lead Inspector

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.

Experience: 3 years in similar position or sufficient experience to perform principal duties and responsibilities. Waste Water certification.

Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Familiarity with departmental policies and procedures.
- Proficiency in mathematics and reading construction plans.
- Mastery of record keeping.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Inspector I
Title: Inspector I
Department: Utilities
Reports to: Lead Inspector

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 47

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.

Experience: 6 years in similar position or sufficient experience to perform principal duties and responsibilities. Waste Water, Water, and NPDES 16 certification.

Knowledge/Skills/Abilities:

- Considerable knowledge of construction procedures and practices, water and sanitary sewer construction, surveying practices. Construction staking, and soils and compaction methods of soil.
- Familiarity with departmental policies and procedures.
- Proficiency in mathematics and reading construction plans.
- Mastery of record keeping.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Lead Inspector
Title: Lead Inspector
Department: Utilities
Reports to: Inspection Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 50

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.

Experience: 9 years in similar position or sufficient experience to perform principal duties and responsibilities, sufficient to pass certification exams.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County***Job Description***

Approved Title: Inspections Superintendent
Title: Operations Manager
Department: Utilities
Reports to: Assistant Director - Engineering

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 55

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of Augusta's water and sewer system and interrelated operations of pumps, electrical motors, gasoline engines, control valves, etc.
- Considerable knowledge of Augusta's water and sewer standards, details, specifications, and ordinances pertaining to water and sewer construction and maintenance.
- Proficiency in supervision, reading blueprints, and performing standard mathematical calculations.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

 Human Resources

 Date

 Line or Staff Management

 Date

Augusta-Richmond County

Job Description

Approved Title: Land Acquisition Agent
Title: Land Acquisition Agent
Department: Utilities
Reports to: Land Acquisition Supervisor

Job Code:
Overtime: Exempt
Date Prepared: October 25, 2007
Job Grade: 48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and field sites with exposure to inclement weather, dirt, and dust.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Land Acquisition Supervisor
Title: Land Acquisition Manager
Department: Augusta Utilities
Reports to: Assistant Director – Engineering

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 56

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: BA/BS or equivalent combination of experience and education.

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and field sites with exposure to inclement weather, dirt, and dust.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County **Job Description**

Approved Title: Communications Coordinator I
Title: Communications Coordinator
Department: Information Technology
Reports to: Technical Manager I

Job Code:
Overtime: Non-Exempt
Date Prepared: January 1, 2005
Job Grade: 49

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education/Experience: BA/BS in related occupational field of study and/or 5+ years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Employee

Date

Augusta-Richmond County

Job Description

Approved Title: Project Leader II
Title: Utilities IT Project Leader
Department: Information Technology
Reports to: IT Application Manager

Job Code:
Overtime: Non-Exempt
Date Prepared: July 22, 2004
Job Grade: 54

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utilities IT Project Leader
Title: Utilities System Program Manager
Department: Utilities
Reports to: Assistant Director - Engineering

Job Code:
Overtime: Non-Exempt
Date Prepared: October 17, 2007
Job Grade: 55

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: BA/BS in related occupational field of study

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities with a minimum of two (2) years of supervisory experience.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: EDMS Technician
Title: EDMS Technician
Department: Utilities Department
Reports to: Utilities System Program Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 44

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County***Job Description***

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.

Experience: 0-3 years experience to perform principal duties and responsibilities.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Employee

Date

Augusta-Richmond County***Job Description***

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: High School diploma or equivalent level of education and experience.

Experience: 3+ years experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Employee

Date

Augusta-Richmond County***Job Description***

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 4 years experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

 Human Resources

 Date

 Line or Staff Management

 Date

 Employee

 Date

Augusta-Richmond County

Job Description

Approved Title: CMMS Manager
Title: CMMS Manager
Department: Utilities
Reports to: Utilities IT Project Leader

Job Code:
Overtime: Exempt
Date Prepared: October 25, 2007
Job Grade: 54

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: BA/BS in Civil or Environmental Engineering desirable but not required.

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

Knowledge/Skills/Abilities:

- Considerable knowledge of computers and maintenance management software.
- Familiarity with departmental policies and procedures.
- Mastery of record keeping.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Accountant III
Title: Utilities Accountant III
Department: Utilities
Reports to: Accounting Manager

Job Code:
Overtime: Non-exempt
Date Prepared: May 19, 2000
Job Grade: 44

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 0-2 years in similar position, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Accountant II
Title: Utilities Accountant II
Department: Utilities
Reports to: Accounting Manager

Job Code:
Overtime: Exempt
Date Prepared: August 25, 1997
Job Grade: 46

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

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

REQUIREMENTS:

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

Experience: 2+ years in similar position, usually associated with the completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train subordinate accountant personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Accountant I
Title: Utilities Accountant I
Department: Utilities
Reports to: Accounting Manager

Job Code:
Overtime: Exempt
Date Prepared: July 22, 2004
Job Grade: 47

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

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

REQUIREMENTS:

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train subordinate accountant personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Accounting Manager
Title: Utilities Accounting Manager
Department: Utilities
Reports to: Assistant Director Finance and Administration

Job Code:
Overtime: Exempt
Date Prepared: October 10, 2007
Job Grade: 52

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

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

REQUIREMENTS:

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

Experience: 6+ years in similar position, usually associated with the completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train subordinate accountant personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Worker II
Title: Utility Worker II
Department: Utilities
Reports to: Warehouse Supervisor

Old Job Code:
Overtime: Non-Exempt
Date Prepared: October 12, 2007
Job Grade: 38

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- **Considerable knowledge of warehouse procedures, stock receipt and distribution.**
- Considerable knowledge of cleaning methods, materials and equipment and groundskeeping methods and techniques.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and routine building repairs.
- Mastery of using standard tools, power tools, and operating machinery.
- Familiarity with county and department policies and procedures.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Accounting Technician II
Title: Accounting Technician II
Department: Utilities
Reports to: Administrative Services Mgr.

Job Code:
Overtime: Non-exempt
Date Prepared: October 12, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of review and analysis procedures, financial system operations and local government accounting, and generally accepted accounting practices.
- Familiarity with federal, state and local laws and county policies and procedures.
- Proficiency in planning, organizing, and establishing priorities, report preparation, and interpersonal relations.
- Mastery of performing mathematical calculations and operating computer-based software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Accounting Technician I
Title: Accounting Technician I
Department: Utilities
Reports to: Administrative Services Mgr.

Job Code:
Overtime: Non-exempt
Date Prepared: October 11, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 4-7 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of review and analysis procedures, financial system operations and local government accounting, and generally accepted accounting practices.
- Familiarity with federal, state and local laws and county policies and procedures.
- Proficiency in planning, organizing, and establishing priorities, report preparation, and interpersonal relations.
- Mastery of performing mathematical calculations and operating computer-based software.
- Excellent interpersonal skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

Job Code:
Overtime: Non-exempt
Date Prepared: October 25, 2007
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 0-3 years in similar position or sufficient experience to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of proper utility warehouse procedures and basic office and clerical procedures.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating standard office equipment, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Warehouse Technician III
Title: Warehouse Technician III
Department: Utilities
Reports to: Warehouse Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 12, 2007
Job Grade: 40

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of warehouse inventory, equipment and parts utilized in water and sewer repair, inventory and storekeeping procedures, and standard methods and practices of warehouse or storeroom operations.
- Familiarity with departmental policies governing warehouse and procurement operations.
- Proficiency in data entry and storing and inventorying supplies and equipment.
- Mastery of using adding machines, calculators, computers and performing basic math.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Warehouse Technician II
Title: Warehouse Technician II
Department: Utilities
Reports to: Warehouse Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 15, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3 to 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Demonstrated record of dependability.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Warehouse Technician I
Title: Warehouse Technician I
Department: Utilities
Reports to: Warehouse Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 15, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County***Job Description***

Approved Title: Asst. Administrative Services Manager
Title: Warehouse Supervisor
Department: Utilities
Reports to: Administrative Services Manager

Job Code:
Over Time: Exempt
Date Prepared: October 11, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 10 + years in warehousing, stores, and stores records activities including two years of supervisory experience, similar position or sufficient experience to perform principal duties and responsibilities,

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

 Human Resources

 Date

 Line or Staff Management

 Date

Augusta-Richmond County

Job Description

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 5-7 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Secretary I
Title: Secretary I
Department: Utilities
Reports to: Admin Manager/Superintendent

Job Code:
Overtime: Non-exempt
Date Prepared: October 25, 2007
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 0-3 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of proper utility contract procedures and basic office and clerical procedures.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating standard office equipment, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant III
Title: Administrative Coordinator
Department: Utilities
Reports to: Admin Manager/Superintendent

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant II
Title: Administrative Assistant II
Department: Utilities
Reports to: Admin Manager/Superintendent

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 6+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant I
Title: Administrative Assistant I
Department: Utilities
Reports to: Admin Manager/Superintendent

Job Code:
Overtime: Non-exempt
Date Prepared: October 25, 2007
Job Grade: 44

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Administrative Manager
Title: Administrative Manager
Department: Utilities
Reports to: Director

Job Code:
Overtime: Non-Exempt
Date Prepared: October 25, 2007
Job Grade: 50

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of accounting principles and procedures, record-keeping, and budgeting.
- Supervisory skills
- Familiarity with rules, regulations, and procedures of the Utilities Department and the operations of other departments.
- Proficiency in management, supervision, and interpersonal communication.
- Mastery of operating standard office equipment, and a computer.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Has shown progressive improvement in administrative skills

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County***Job Description***

Approved Title: Safety & Training Coordinator
Title: Safety & Training Coordinator
Department: Augusta Utilities
Reports to: Safety Program Manager

Job Code:
Overtime: Exempt
Date Prepared: December 2004
Job Grade: 48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: BA/BS in a related occupational field of study or equivalent combination of education and experience.

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

Knowledge/Skills/Abilities:

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

Other:

- A valid drivers license is required.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and climbing ladders. Work is performed in an office and outdoors with exposure to inclement weather, extreme temperatures, dirt, dust, grease, solvents machinery and moving parts, contagious or infectious diseases, and irritating chemicals requiring the use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

 Human Resources

 Date

 Line or Staff Management

 Date

Augusta-Richmond County

Job Description

Approved Title: Safety Program Manager
Title: Safety Program Manager
Department: Utilities
Reports to: Director

Job Code:
Overtime: Non-Exempt
Date Prepared: October 25, 2007
Job Grade: 52

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

Requirements

Education: BA/BS in a related occupational field of study or equivalent combination of education and experience.

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities of the position.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light objects, and climbing ladders. Work is performed in an office and outdoors with exposure to inclement weather, extreme temperatures, dirt, dust, grease, solvents, machinery and moving parts, contagious or infectious diseases, and irritating chemicals requiring the use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Metering Manager
Title: Metering Manager
Department: Utilities
Reports to: Superintendent I

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 54

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Customer Service Office Manager
Title: Customer Service Office Manager
Department: Utilities
Reports to: Superintendent I

Job Code:
Overtime: Exempt
Date Prepared: July 22, 2004
Job Grade: 54

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Customer Service Superintendent I
Title: Customer Service Superintendent
Department: Utilities
Reports to: Assistant Director of Finance & Admin

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 56

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 8 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Customer Services Clerk III
Title: Customer Services Clerk III
Department: Utilities
Reports to: Customer Service Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 40

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Customer Services Clerk II
Title: Customer Service Clerk II
Department: Utilities
Reports to: Customer Service Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must be capable of training new employees and have the ability to fill in for the Senior CS Clerk.

Knowledge/Skills/Abilities:

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

Other:

- May train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Senior Services Clerk
Title: Senior Customer Service Clerk
Department: Utilities
Reports to: Customer Service Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Customer Service Supervisor
Title: Customer Service Supervisor
Department: Utilities
Reports to: Customer Service Office Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of proper utility contract procedures, basic office and clerical procedures, and supervisory practices.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating standard office equipment, phone systems, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Excellent work record
- Experience with conflict management

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Augusta-Richmond County

Job Description

Approved Title: Call Center Supervisor
Title: Call Center Supervisor
Department: Utilities
Reports to: Customer Service Office Manager

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of proper utility contract procedures, basic office and clerical procedures, and supervisory practices.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating standard office equipment, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Branch Manager
Title: Branch Manager
Department: Utilities
Reports to: Customer Service Office Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 40

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates and balances cash drawer, makes change and issues receipts, and processes payments from the night depository.
2. Directs customers to service counter for account information.
3. Processes incoming mail.
4. Initiate bank deposit slips.
5. Runs checks through endorsing/scanning machine and produces duplicate receipts upon request.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of customer service skills.
- Considerable computer skills and calculator skills by touch.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to utility billing.
- Proficiency in handling large sums of money, preparing reports, and filing and maintaining financial records and accounts.
- Mastery of basic mathematics and operating standard office equipment, computer, receipting and endorsing machines.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates and balances cash drawer, makes change and issues receipts, and processes payments from the night depository.
2. Directs customers to service counter for account information.
3. Processes incoming mail.
4. Types bank deposit slips.
5. Runs checks through endorsing/scanning machine and produces duplicate receipts upon request.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must possess cashier III skills.

Knowledge/Skills/Abilities:

- Progressively proficient in cashiering/customer service skills.
- Considerable computer skills and calculator skills by touch.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to utility billing.
- Proficiency in handling large sums of money, preparing reports, and filing and maintaining financial records and accounts.
- Mastery of advanced mathematics and operating standard office equipment, computer, receipting and endorsing machines.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Familiarity with basic ACH and return check processing.
- Excellent work record
- Ability to train employees and fill in for Senior Cashier.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Cashier Supervisor
Title: Cashier Supervisor
Department: Utilities
Reports to: Customer Service Office Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 16, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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: Delinquent Accounts Clerk III
Title: Delinquent Accounts Clerk III
Department: Utilities
Reports to: Credit & Collection Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 40

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

Does not have lead responsibilities and receives close to moderate supervision.

May work in a call center environment.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Delinquent Accounts Clerk II
Title: Delinquent Accounts Clerk II
Department: Utilities
Reports to: Credit & Collection Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

Does not have lead responsibilities and receives moderate supervision.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Delinquent Accounts Clerk I
Title: Delinquent Accounts Clerk I
Department: Utilities
Reports to: Credit & Collection Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May act in a supervisory capacity in the absence of the Credit & Collection Supervisor.
- May train designated personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Credit & Collections Supervisor
Title: Credit and Collections Supervisor
Department: Utilities
Reports to: Customer Service Office Manager

Job Code:
Overtime: Non-exempt
Date Prepared: September 12, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May act in a management capacity in the absence of the Customer Service Office Manager.
- May train designated personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Billing Clerk III
Title: Billing Clerk III
Department: Utilities
Reports to: Billing Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 40

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of data processing procedures.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to water and sewer billing.
- Proficiency in computer skills and data entry.
- Mastery of using standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Customer service skills and problem solving skills.
- Ability to learn current billing software.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Billing Clerk II
Title: Billing Clerk II
Department: Utilities
Reports to: Billing Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Must have excellent work record and be progressively proficient with the billing software.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County **Job Description**

Approved Title: Billing Clerk I
Title: Billing Clerk I
Department: Utilities
Reports to: Billing Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May dispatch if needed.
- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Billing Supervisor
Title: Billing Supervisor
Department: Utilities
Reports to: Metering Manager

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of data processing procedures, electronic meter reading system, and bookkeeping.
- Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to water and sewer billing.
- Proficiency in operating a data entry terminal and personal computer.
- Skill in using standard office equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County Job Description

Approved Title: Meter Maintenance Worker III
Title: Large Meter Technician III
Department: Utilities
Reports to: Large Meter Technician Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Worker III
Title: Small Meter Technician III
Department: Utilities
Reports to: Small Meter Technician Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Worker II
Title: Large Meter Technician II
Department: Utilities
Reports to: Large Meter Technician Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Progressively proficient in meter repair and maintenance.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Worker II
Title: Small Meter Technician II
Department: Utilities
Reports to: Small Meter Technician Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Progressively proficient in meter repair and maintenance.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Worker I
Title: Large Meter Technician I
Department: Utilities
Reports to: Large Meter Technician Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County **Job Description**

Approved Title: Meter Maintenance Worker I
Title: Small Meter Technician I
Department: Utilities
Reports to: Small Meter Technician Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Supervisor
Title: Large Meter Technician Supervisor
Department: Utilities
Reports to: Meter Maintenance & Program Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of water meter functions and testing.
- Considerable knowledge of record keeping procedures and mathematics.
- Knowledge of county streets, roads, and location of water meters.
- Familiarity with Augusta-Richmond County and departmental rules, regulations, and procedures pertaining to reading water meters.
- Proficiency in planning, supervising, organizing, inspecting work, and maintaining meter reading devices.
- Skill in basic computer operations and customer service.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Supervisor
Title: Small Meter Technician Supervisor
Department: Utilities
Reports to: Meter Maintenance & Program Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 17, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of water meter functions.
- Considerable knowledge of record keeping procedures and mathematics.
- Ability to learn and operate computer software.
- Familiarity with Augusta-Richmond County and departmental rules, regulations, and procedures pertaining to reading water meters.
- Proficiency in planning, supervising, organizing, inspecting work, and maintaining meter reading devices.
- Skill in basic computer operations and customer service.
- Knowledge of county streets, roads, and location of water meters.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Maintenance Program Manager
Title: Meter Maintenance Program Manager
Department: Utilities
Reports to: Metering Manager

Job Code:
Overtime: Exempt
Date Prepared: October 17, 2007
Job Grade: 48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Service Representative III
Title: Customer Service Field Representative III
Department: Utilities
Reports to: Customer Service Field Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 8, 2007
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Service Representative II
Title: Customer Service Field Representative II
Department: Utilities
Reports to: Customer Service Field Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 8, 2007
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Progressively proficient in position, policies and department procedures.

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Senior Meter Service Representative
Title: Senior Customer Service Field Representative
Department: Utilities
Reports to: Customer Service Field Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: October 8, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Service Representative Supervisor
Title: Customer Service Field Supervisor
Department: Utilities
Reports to: Metering Manager

Job Code:
Overtime: Non-exempt
Date Prepared: October 8, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Reader III
Title: Meter Reader III
Department: Utilities
Reports to: Meter Reader Manager

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Reader II
Title: Meter Reader II
Department: Utilities
Reports to: Meter Reader Manager

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Senior Meter Reader
Title: Senior Meter Reader
Department: Utilities
Reports to: Meter Reader Manager

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Meter Reader Manager
Title: Meter Reader Manager
Department: Utilities
Reports to: Metering Manager

Job Code:
Overtime: Non-exempt
Date Prepared: September 27, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Groundskeeper II
Title: Ground Maintenance Worker
Department: Utilities
Reports to: Superintendent II

Job Code:
Overtime: Non-exempt
Date Prepared: June 30, 1997
Job Grade: 36

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of cleaning methods, materials, and equipment and groundskeeping methods and techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and makes routine building repairs.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Worker III
Title: Construction & Maintenance Worker
Department: Utilities – Collection & Distribution Division
Reports to: Utility Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 37

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Posses 0 to 3 years water utility work experience.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Worker II
Title: Construction & Maintenance Worker
Department: Utilities – Collection & Distribution Division
Reports to: Utility Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 38

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Shall possess 3 to 10 years water utility work experience.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Worker I
Title: Construction & Maintenance Worker
Department: Utilities – Collection & Distribution Division
Reports to: Utility Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 39

GENERAL SUMMARY: Constructs, repairs, and services water and sewer lines within the guidelines of supervisory instructions, accepted work practices, and Augusta-Richmond County and department rules and procedures. Reports to Utility Supervisor or other designated person and works with co-workers to provide maintenance support. THIS POSITION REQUIRES OCCASSIONAL HOLIDAY, NIGHTS AND WEEKEND WORK IN ALL TYPES OF WEATHER CONDITIONS!

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Shall possess 10+ years water utility work experience.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Supervisor III
Title: Construction & Maintenance Supervisor
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Possess 0 to 5 years experience in water utility work.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Supervisor II
Title: Construction & Maintenance Supervisor
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Possess 0 to 5 years experience in water utility work and possess a Class III Certification in water distribution through Georgia State Board of Examiners, or possess 5 to 10 years of water utility work experience with no utility certification.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County **Job Description**

Approved Title: Utility Supervisor I
Title: Construction & Maintenance Supervisor
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Possess 5+ years experience in water utility work and possess a Class III Certification in water distribution through Georgia State Board of Examiners, or possess 10+ years of water utility work experience with no utility certification.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Foreman III
Title: Construction & Maintenance Foreman
Department: Utilities – Collection & Distribution Division
Reports to: Asst. Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 44

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners **or have the ability to obtain such within 18 months of entering the position.**
- Possess 0 to 5 years of experience in water utility work.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Foreman II
Title: Construction & Maintenance Foreman
Department: Utilities – Collection & Distribution Division
Reports to: Asst. Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 45

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners.
- Possess 5 to 10 years of experience in water utility work.

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Foreman I
Title: Construction & Maintenance Foreman
Department: Utilities – Collection & Distribution Division
Reports to: Asst. Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 46

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of methods and practices of installing, maintaining, and repairing water meters, and water and sewer mains and lines, and effective supervisory practices.
- Familiarity with policies and procedures pertaining to the repair and maintenance of water and sewer mains and location of water and sewer lines and mains.
- Proficiency in laying, constructing, maintaining and repairing water and sewer lines and mains.
- Mastery of using tools (wrenches, pumps, concrete saw, jackhammer, and metal detector) and operating light equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Must possess Class III Certification in water distribution through Georgia State Board of Examiners.
- Possess 10+ years of experience in water utility work.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Locator III
Title: Locator
Department: Utilities
Reports to: Working Foreman Skilled

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in a plant and outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County **Job Description**

Approved Title: Utility Locator II
Title: Locator
Department: Utilities
Reports to: Working Foreman Skilled

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in a plant and outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Utility Locator I
Title: Locator
Department: Utilities
Reports to: Working Foreman Skilled

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in a plant and outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Water Treatment Plant Operator III
Title: Control Room Operator
Department: Utilities
Reports to: Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 39

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of effective supervisory practices and pumping station operations.
- Familiarity with Utilities Department operations/procedures.
- Proficiency in dealing with the public, reading the water panel board, and operating two-way radio.
- Mastery of performing clerical functions, operating computer control system, computers, and Windows 95.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing stairs, using equipment that requires a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed indoors and outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Water Treatment Plant Operator II
Title: Control Room Operator
Department: Utilities
Reports to: Operations Manager

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of effective supervisory practices and pumping station operations.
- Familiarity with Utilities Department operations/procedures.
- Proficiency in dealing with the public, reading the water panel board, and operating two-way radio.
- Mastery of performing clerical functions, operating computer control system, computers, and Windows 95.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing stairs, using equipment that requires a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed indoors and outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Water Treatment Plant Operator I
Title: Control Room Operator
Department: Utilities
Reports to: Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of effective supervisory practices and pumping station operations.
- Familiarity with Utilities Department operations/procedures.
- Proficiency in dealing with the public, reading the water panel board, and operating two-way radio.
- Mastery of performing clerical functions, operating computer control system, computers, and Windows 95.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing stairs, using equipment that requires a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed indoors and outdoors with exposure to noise, diseases, chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Heavy Equipment Operator III
Title: Heavy Equipment Operator
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 41

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Heavy Equipment Operator II
Title: Heavy Equipment Operator
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Possess 5 – 10 years experience in similar water utility position.

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Heavy Equipment Operator I
Title: Heavy Equipment Operator
Department: Utilities – Collection & Distribution Division
Reports to: Utility Foreman

Job Code:
Overtime: Non-exempt
Date Prepared: January 24, 2007
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Familiarity with departmental policies and procedures and preventative maintenance techniques.
- Proficiency in operating heavy equipment and driving.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have the ability to obtain a valid state operator/driver's license for the type of vehicle or equipment operated.
- Possess 5 – 10 years experience in similar water utility position.
- Must possess commercial drivers license.

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, wells, valves and motors and general mechanical operations.
- Familiarity with department policies and procedures.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrates ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Title: Operator Technician – Lift Station
Department: Utilities
Reports to: Assistant Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: March 15, 2001
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, wells, valves and motors and general mechanical operations.
- Familiarity with department policies and procedures.
- Mastery of using standard tools, power tools, and operating machinery.
- Good communication skills, both oral and written.
- Demonstrates ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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: Maintenance Electrician II
Title: Pump and Wells Technician
Department: Utilities
Reports to: Assistant Operations Manager

Job Code:
Overtime: Non-exempt
Date Prepared: June 30, 1997
Job Grade: 43

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, wells, and motors, water and sewer system, and general mechanical operations.
- Familiarity with departmental policies and procedures.
- Proficiency in maintaining records, welding, and repairing and maintaining pumps.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Ability to work on-call duty schedule.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

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

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: Working Foreman Technical
Title: Senior Pump and Wells Technician
Department: Utilities
Reports to: Superintendent I

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 46

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of repair and maintenance techniques for pumps, wells, motors, and valves, electricity (three-phase system control circuits), system (SCADA) telemetry, water and sewer system, and general mechanical operations.
- Familiarity with departmental policies and procedures.
- Proficiency in supervision, maintaining records, and repairing and maintaining pumps and valves (PRV and ACT).
- Mastery of all phases of electrical systems.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

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: October 10, 2007
Job Grade: 48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of interrelated operations of pumps, electrical motors, gasoline engines, control valves, and related water and sewer systems.
- Familiarity with Augusta-Richmond County Utilities water and sewer system and codes and ordinances pertaining to water and sewer construction and maintenance.
- Proficiency in reading blueprints, performing standard mathematical calculations, and supervision.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County **Job Description**

Approved Title: Superintendent II
Title: Operations Manager
Department: Utilities
Reports to: Superintendent I

Job Code:
Overtime: Exempt
Date Prepared: January 2002
Job Grade: 54

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of Augusta's water and sewer system and interrelated operations of pumps, electrical motors, gasoline engines, control valves, etc.
- Considerable knowledge of Augusta's water and sewer standards, details, specifications, and ordinances pertaining to water and sewer construction and maintenance..
- Proficiency in supervision, reading blueprints, and performing standard mathematical calculations.
- Mastery of operating tools, machinery, and equipment associated with water and sewer activities.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Maintenance Worker II
Title: Grounds Maintenance Worker
Department: Utilities
Reports to: Superintendent II

Job Code:
Overtime: Non-exempt
Date Prepared: June 30, 1997
Job Grade: 38

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of cleaning methods, materials, and equipment and groundskeeping methods and techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and makes routine building repairs.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Instrumentation Technician
Title: Instrumentation Technician
Department: Utilities – Water Production Division
Reports to: Heavy Maintenance Superintendent

Job Code:
Overtime: Non-Exempt
Date Prepared: August 25, 1997
Job Grade: 52

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: Minimum High School diploma, trade school, or equivalent level of education REQUIRED, college preferred.

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

Knowledge/Skills/Abilities:

- Considerable knowledge of the water systems of Augusta.
- Proficiency in electronic and instrumentation repair.
- Mastery of mechanical skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently or with team.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

Job Code:
Overtime: Non-Exempt
Date Prepared: October 5, 2007
Job Grade: 42

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office with exposure to noise, chemicals, and machinery with moving parts.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

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

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

Physical Demands:

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed in office, laboratory, chemical storeroom, and in electrical and mechanical rooms with exposure to noise, hazardous chemicals, and machinery with moving parts **requiring the use of protective devices.**

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title:	Water Treatment Plant - Lead Operator	Job Code:	
Title:	Lead Operator - Class I	Overtime:	Non-exempt
Department:	Utilities – Water Production Division	Date Prepared:	October 5, 2007
Reports to:	Assistant Operations Manager	Job Grade:	48

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

Physical Demands:

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, using tools and equipment that require a high degree of manual dexterity. Ability to distinguish between shades of colors. Work is performed in office, laboratory, chemical storeroom, and in electrical and mechanical rooms with exposure to noise, hazardous chemicals, and machinery with moving parts **requiring the use of protective devices.**

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: RWPS Asst. Operations Manager
Title: Assistant Operation's Manager
Department: Utilities – Water Production Division
Reports to: RWPS Operations' Manager

Job Code:
Overtime: Non-Exempt
Date Prepared: October 5, 2007
Job Grade: 50

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office with exposure to noise, chemicals, and machinery with moving parts.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: RWPS Operations Manager
Title: RWPS Operations Manager
Department: Utilities
Reports to: Water Treatment Plant Superintendent

Job Code:
Overtime: Non-exempt
Date Prepared: October 5, 2007
Job Grade: 52

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

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

Other:

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

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity. Work is performed in an office and at field sites with exposure to noise, fumes, and hazardous conditions often requiring the use of protective devices.

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Superintendent II
Title: Heavy Maintenance Superintendent
Department: Utilities - Water Production Division
Reports to: Assist Director Water Production

Job Code:
Overtime: Exempt
Date Prepared: August 25, 1997
Job Grade: 54

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

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

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

Knowledge/Skills/Abilities:

- Considerable knowledge of the water systems of Augusta.
- Proficiency in operating machinery.
- Mastery of mechanical skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

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

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Water Treatment Plant Superintendent I
Title: Hicks Water Filter Plant Superintendent
Department: Utilities-Water Production Division
Reports to: Assistant Director

Job Code:
Overtime: Exempt
Date Prepared: October 5, 2007
Job Grade: 56

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS

Education: BA/BS in related occupational field of study or 5+ years in similar position or sufficient experience.

Experience: 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with experience in water treatment operations and laboratory procedures.

Knowledge/Skills/Abilities:

- Considerable knowledge of management principles and practices.
- Familiarity with water plant operations.
- Proficiency in chemistry, laboratory procedures and operations, and environmental studies.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have ability to obtain a State Class I Water Operators Certifications for the Georgia State Board of Examiners.
- Possess and maintain a valid driver's license for the type vehicle or equipment operated

PHYSICAL DEMANDS

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

DISCLAIMER

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

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date



Engineering Services Committee Meeting

10/29/2007 1:30 PM

Change Order #1 for the Fairington Sanitary Sewer Extension Project (50200)

Department:	Utilities
caption2:	Approve Change Order #1 to Blair Construction Company Inc. to make final quantity adjustments (deductions and overruns) in accordance with the terms of the unit price contract as well as add two new unit price line items to the contract.
Background:	After construction was completed there were line items that were not utilized or fully billed and were removed from the contract. There were also some line items that did exceed the contract quantities but ultimately did not cause the project to exceed the original budget. In addition, line items were not included within the original contract, but are necessary for completion of the project. These items include the asbestos water main crossings, and revised raised edge asphalt. These items will serve to improve the sewer and water systems and roadways in the area.
Analysis:	Approving this change order will adjust the final contract quantities to match the actual final quantities in accordance with the provisions of the unit price contract.
Financial Impact:	(\$432,863.01) credited to the 2000 Bond Issue, under account number 509043420-5425210/ 80150200-5425210
Alternatives:	Disapprove this change order and risk delays in contract close out and potential claim from the Contractor.
Recommendation:	Approve Change Order #1 in the deductive amount of (\$432,863.01) to Blair Construction Company Inc. on the Fairington Subdivision Sanitary Sewer Extension project.

Funds are

**Available in the
Following
Accounts:**

Funds are available in the following accounts: 509-04-
3420/54-25210 80150200/54-25210

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Administrator.
Clerk of Commission**

Augusta Utilities Department
Fairington Subdivision Sanitary Sewer (50200)
Change Order No. 1 (Final) Summary

Item No.	Description of Work	Original Qty	Unit	Unit Price	Original Scheduled Value	Final Qty	Final Value	Difference (CO Value)
1	18" PVC Sanitary Sewer, 0-6' Cut	2007	L.F.	\$40.26	\$80,801.82	1842	\$74,158.92	-\$6,642.90
2	28" PVC Sanitary Sewer, 6-8' Cut	17297	L.F.	\$40.26	\$696,377.22	16070	\$646,978.20	-\$49,399.02
3	38" PVC Sanitary Sewer, 8-10' Cut	14424	L.F.	\$40.26	\$580,710.24	13896	\$551,400.96	-\$29,309.28
4	48" PVC Sanitary Sewer, 10-12' Cut	5738	L.F.	\$40.26	\$231,011.88	6992	\$281,497.92	\$50,486.04
5	58" PVC Sanitary Sewer, 12-14' Cut	2521	L.F.	\$40.26	\$101,495.46	2458	\$98,959.08	-\$2,536.38
6	68" PVC Sanitary Sewer, 14-16' Cut	31	L.F.	\$40.26	\$1,248.06	457	\$18,398.82	\$17,150.76
7	78" DIP Sanitary Sewer, 0-6' Cut	582	L.F.	\$81.96	\$47,700.72	549	\$44,986.04	-\$2,704.68
8	88" DIP Sanitary Sewer, 6-8' Cut	260	L.F.	\$81.96	\$21,309.60	243	\$19,916.28	-\$1,393.32
9	98" DIP Sanitary Sewer, 8-10' Cut	178	L.F.	\$81.96	\$14,588.88	287	\$23,522.52	\$8,933.64
10	108" DIP Sanitary Sewer, 10-12' Cut	229	L.F.	\$81.96	\$18,768.84	159	\$13,031.64	-\$5,737.20
11	118" DIP Sanitary Sewer, 12-14' Cut	287	L.F.	\$81.96	\$23,522.52	0	\$0.00	-\$23,522.52
12	128" DIP Sanitary Sewer, 14-16' Cut	179	L.F.	\$81.96	\$14,670.84	0	\$0.00	-\$14,670.84
14	Precast Sanitary Sewer Manhole Type 1 0-6' Depth	184	EA	\$3,373.97	\$620,810.48	178	\$600,566.66	-\$20,243.82
15	Additional Manhole depth Type 1	209	V.F.	\$119.47	\$24,969.23	244.9	\$29,258.20	\$4,288.97
16	Additional Manhole depth Type 2	269	V.F.	\$119.47	\$32,137.43	219.1	\$26,175.88	-\$5,961.55
17	6" Sanitary Sewer Services	735	E.A.	\$787.96	\$579,150.60	712	\$561,027.52	-\$18,123.08
18	1.5" Asphalt Overlay	114000	SY	\$6.98	\$795,720.00	124768.97	\$870,887.41	\$75,167.41
19	Asphalt Leveling	500	TN	\$89.38	\$44,690.00	850	\$75,973.00	\$31,283.00
13	Select Backfill - Sand/Clay	150000	C.Y.	\$0.50	\$75,000.00	675	\$337.50	-\$74,662.50
20	Graded Aggregate Base, 10" Thick, 7' Wide (P-2 M/P)	58000	TN	\$29.90	\$1,734,200.00	55861.76	\$1,670,266.62	-\$63,933.38
23	Curb & Gutter	9500	L.F.	\$6.50	\$61,750.00	40	\$260.00	-\$61,490.00
21	Milling 0"-1.5"	66000	SY	\$1.20	\$79,200.00	0	\$0.00	-\$79,200.00
32	Class A Concrete	500	C.Y.	\$50.00	\$25,000.00	128	\$6,400.00	-\$18,600.00
34	AC Water Main Crossing	4	E.A.	\$0.00	\$0.00	0	\$0.00	\$0.00
22	Flowable Fill	8000	C.Y.	\$40.00	\$320,000.00	0	\$0.00	-\$320,000.00

Item # 2

2 of 3

10/25/2007

Augusta Utilities Department
Fairington Subdivision Sanitary Sewer (50200)
Change Order No. 1 (Final) Summary

Item No.	Description of Work	Original Qty	Unit	Unit Price	Original Scheduled Value	Final Qty	Final Value	Difference (CO Value)
GRAND TOTALS					\$6,850,270.22		\$6,417,407.21	-\$432,863.01



**Engineering Services Committee Meeting
10/29/2007 1:30 PM
Condemnation - Charles and Rose Robertson**

Department: County Attorney - Stephen E. Shepard, Attorney

caption2: Motion to authorize condemnation of a portion of Property # 013-3-009-00-0 and 013-3-016-00-0 1088 Alexander Drive, which is owned by Charles and Rose Robertson for 2,492 sq. Feet of Permanent Easement. PW Project: Alexander Drive Project.

Background: The appraised value of the easement is \$55,610.00. Due to counteroffer of \$100,400.00.

Analysis: Condemnation is required in order to aquire the easement.

Financial Impact: The necessary costs will be covered by project budget.

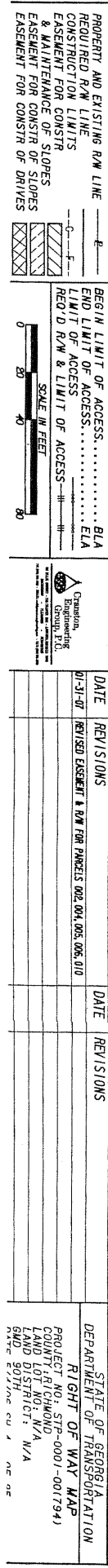
Alternatives: Deny the authorization to condemn.

Recommendation: Approve the authorization to condemn.

Funds are Available in the Following Accounts: G/L 510043420-5411120 J/L 80250202-5411120

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**

[illegible]

Item # 3



**Engineering Services Committee Meeting
10/29/2007 1:30 PM
Condemnation - M.B.R. Holdings LLC**

Department: County Attorney - Stephen E. Shepard, Attorney

caption2: Motion to authorize condemnation of a portion of Property # 059-0-013-03-0 New Savannah Road, which is owned by M.B.R. Holdings, L.L.C. for 861 Sq. Feet for a permanent easement. AUD Project: 60115.

Background: The appraised value of the easement is \$418.00.

Analysis: Condemnation is required in order to acquire the easement.

Financial Impact: The necessary costs will be covered by project budget.

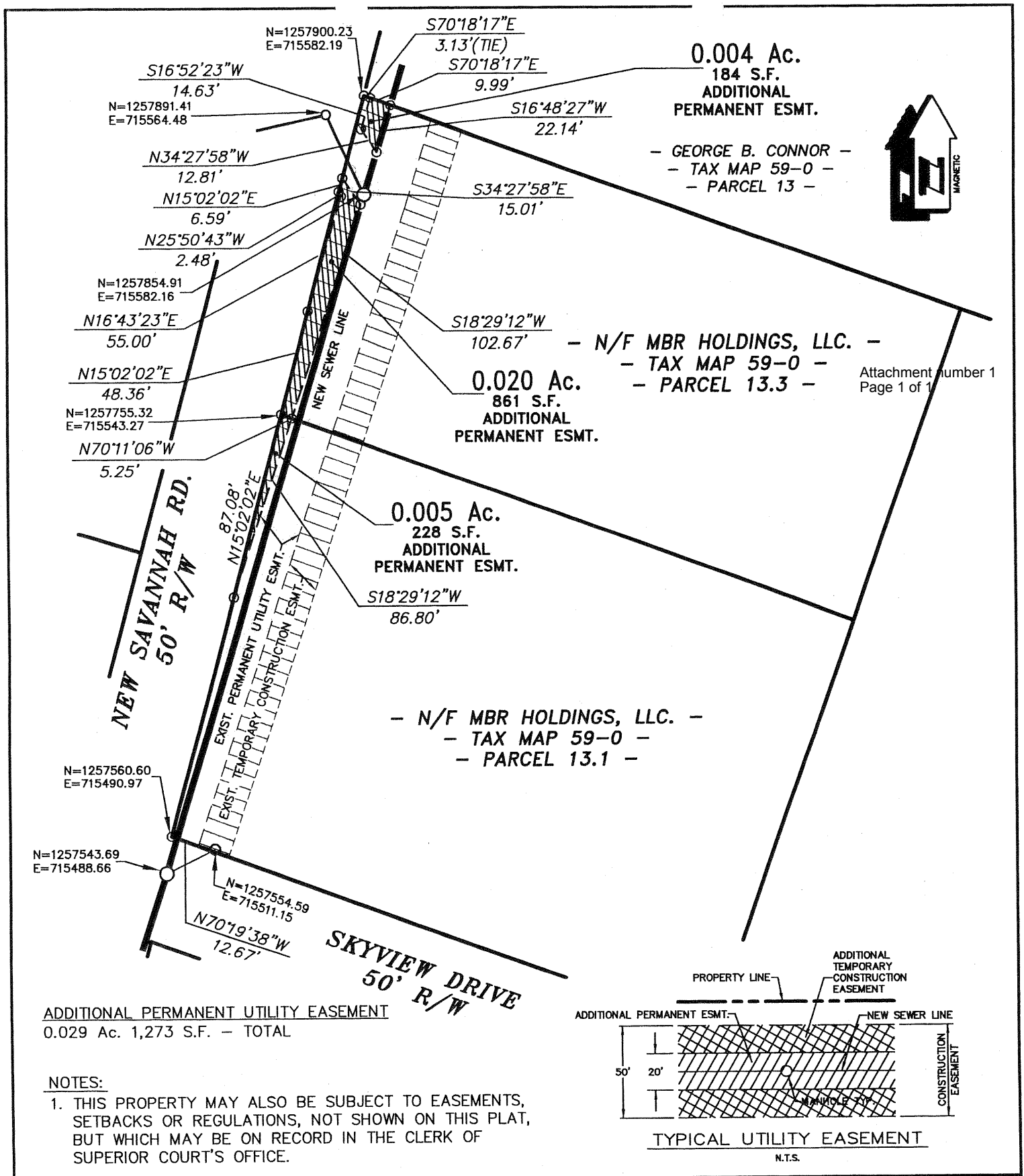
Alternatives: Deny the authorization to condemn.

Recommendation: Approve the authorization to condemn.

Funds are Available in the Following Accounts: G/L 510043420-5411120 J/L 80250202-5411120

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**



IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARDS OF LAW.

UTILITY EASEMENT PLAT:

AUGUSTA-RICHMOND COUNTY
COMMISSION AUGUSTA, GA.

JOB # H03169-5B

ORD. BY:
STEVENS & PALMER
ENGINEERING

LOCATION: SHOWING A 20' PERMANENT ESMT. AND A 15' TEMPORARY ESMT. OF EACH SIDE OF THE PERMANENT ESMT. THRU TAX MAPS 059-0-013-03-0 & 059-0-013-01-0
AUGUSTA-RICHMOND COUNTY STATE OF GEORGIA

EQUIPMENT: TOPCON GPT-1003

REFERENCES: RICHMOND COUNTY
REALTY REEL 663, PG. 597

SURVEY DATE: 6/23/03

PLAT DATE: 8/29/07

DRAWN BY: G.I.D.

PLAT CLOSURE: N/A

60 30 0 60
SCALE IN FEET
SCALE: 1" = 60'

FLD CLOS PRECISION = 1/18,931'
FIELD ANG ERROR = 5"/PT
ADJ. BY: NO RULE

SOUTHERN LAND
SURVEYORS, INC.

THIS FIELD SURVEY AND PLAT WAS PREPARED AT THE REQUEST OF AND FOR THE EXCLUSIVE USE OF THE OWNER(S) OF THIS PROPERTY ON THE DATE THE FIELD SURVEY WAS COMPLETED.

SLS

4571-B COX ROAD
EVANS, GEORGIA 30809
TEL. 706-855-6700

Item # 4 SURVEYORS





**Engineering Services Committee Meeting
10/29/2007 1:30 PM
Condemnation - M.B.R. Holdings, L.L.C.**

Department: County Attorney - Stephen E. Shepard, Attorney

caption2: Motion to authorize condemnation of a portion of Property # 059-0-013-01-0 516 Skyview Drive, which is owned by M.B.R. Holdings, L.L.C. for 228 Sq. Feet for a permanent easement. A.U.D. Project: 60115.

Background: The appraised value of the easement is \$91.00.

Analysis: Condemnation is required in order to aquire the easement.

Financial Impact: The necessary costs will be covered by the project budget.

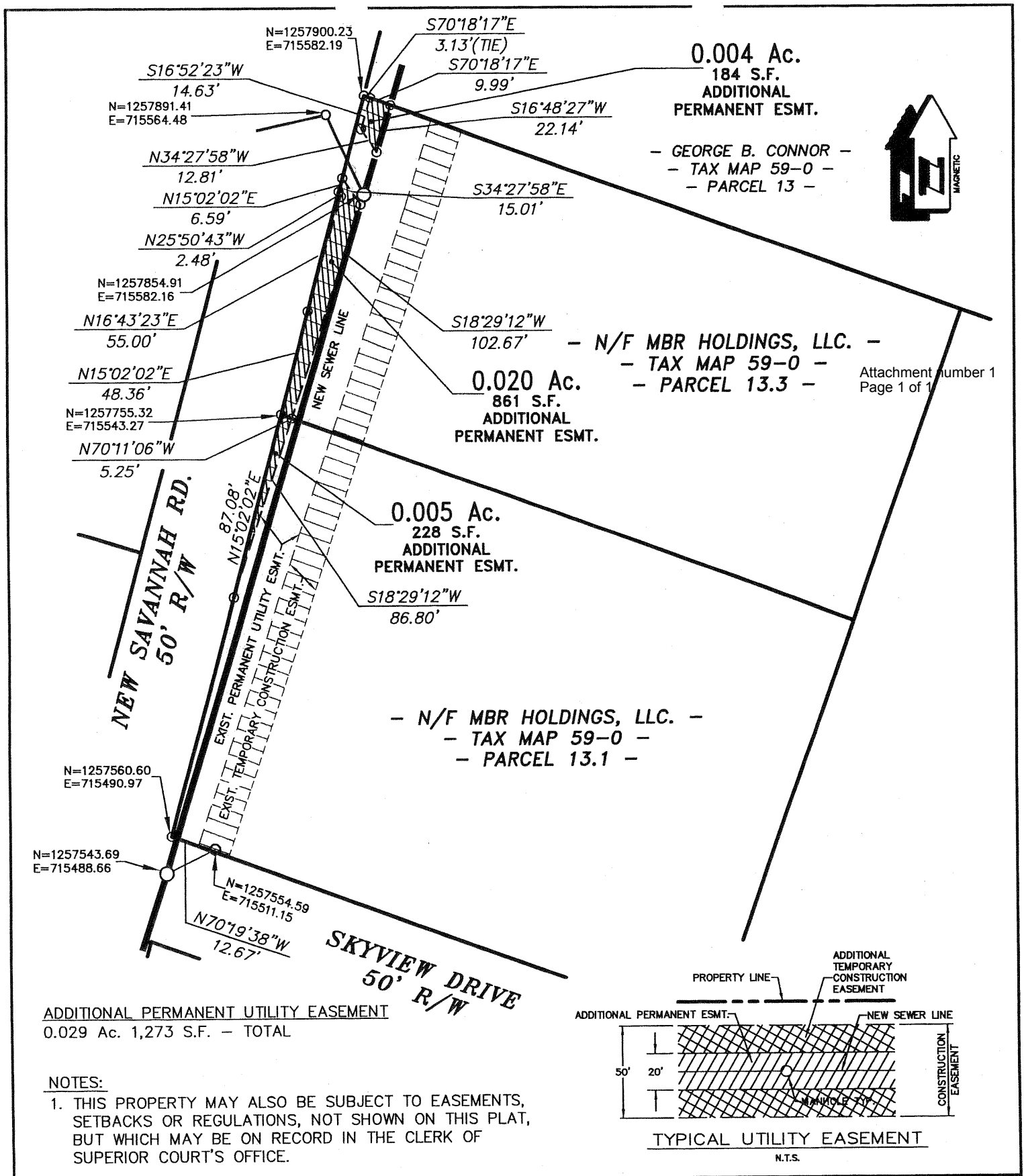
Alternatives: Deny authorization to condemn.

Recommendation: Approve authorization to condemn.

Funds are Available in the Following Accounts: G/L 510043420-5411120 J/L 80250202-5411120

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**



IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARDS OF LAW.

UTILITY EASEMENT PLAT:

AUGUSTA-RICHMOND COUNTY
COMMISSION AUGUSTA, GA.

JOB # H03169-5B

ORD. BY:
STEVENS & PALMER
ENGINEERING

LOCATION: SHOWING A 20' PERMANENT ESMT. AND A 15' TEMPORARY ESMT. OF EACH SIDE OF THE PERMANENT ESMT. THRU TAX MAPS 059-0-013-03-0 & 059-0-013-01-0
AUGUSTA-RICHMOND COUNTY STATE OF GEORGIA

EQUIPMENT: TOPCON GPT-1003

REFERENCES: RICHMOND COUNTY
REALTY REEL 663, PG. 597

SURVEY DATE: 6/23/03

PLAT DATE: 8/29/07

DRAWN BY: G.I.D.

PLAT CLOSURE: N/A

60 30 0 60
SCALE IN FEET
SCALE: 1" = 60'

FLD CLOS PRECISION = 1/18,931'
FIELD ANG ERROR = 5"/PT
ADJ. BY: NO RULE

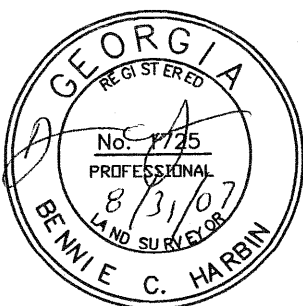
SOUTHERN LAND
SURVEYORS, INC.

THIS FIELD SURVEY AND PLAT WAS PREPARED AT THE REQUEST OF AND FOR THE EXCLUSIVE USE OF THE OWNER(S) OF THIS PROPERTY ON THE DATE THE FIELD SURVEY WAS COMPLETED.

SLS

4571-B COX ROAD
EVANS, GEORGIA 30809
TEL. 706-855-6700

Item # 5 SURVEYORS





**Engineering Services Committee Meeting
10/29/2007 1:30 PM
Condemnation - Michael Jones**

Department: County Attorney - Stephen E. Shepard

caption2: Motion to authorize condemnation of a portion of property # 139-0-441-00-0 3848 New Karleen Road, which is owned by Michael Jones, for 300 sq. feet of temporary easement. AUD project: 50202 Horsepen Sanitary Sewer, Phase 2.

Background: The appraised value of the easement is \$8.00. Due to a failure to negotiate an agreement, it is necessary to proceed with condemnation.

Analysis: Condemnation is required in order to aquire the easement.

Financial Impact: The necessary costs will be covered by project budget.

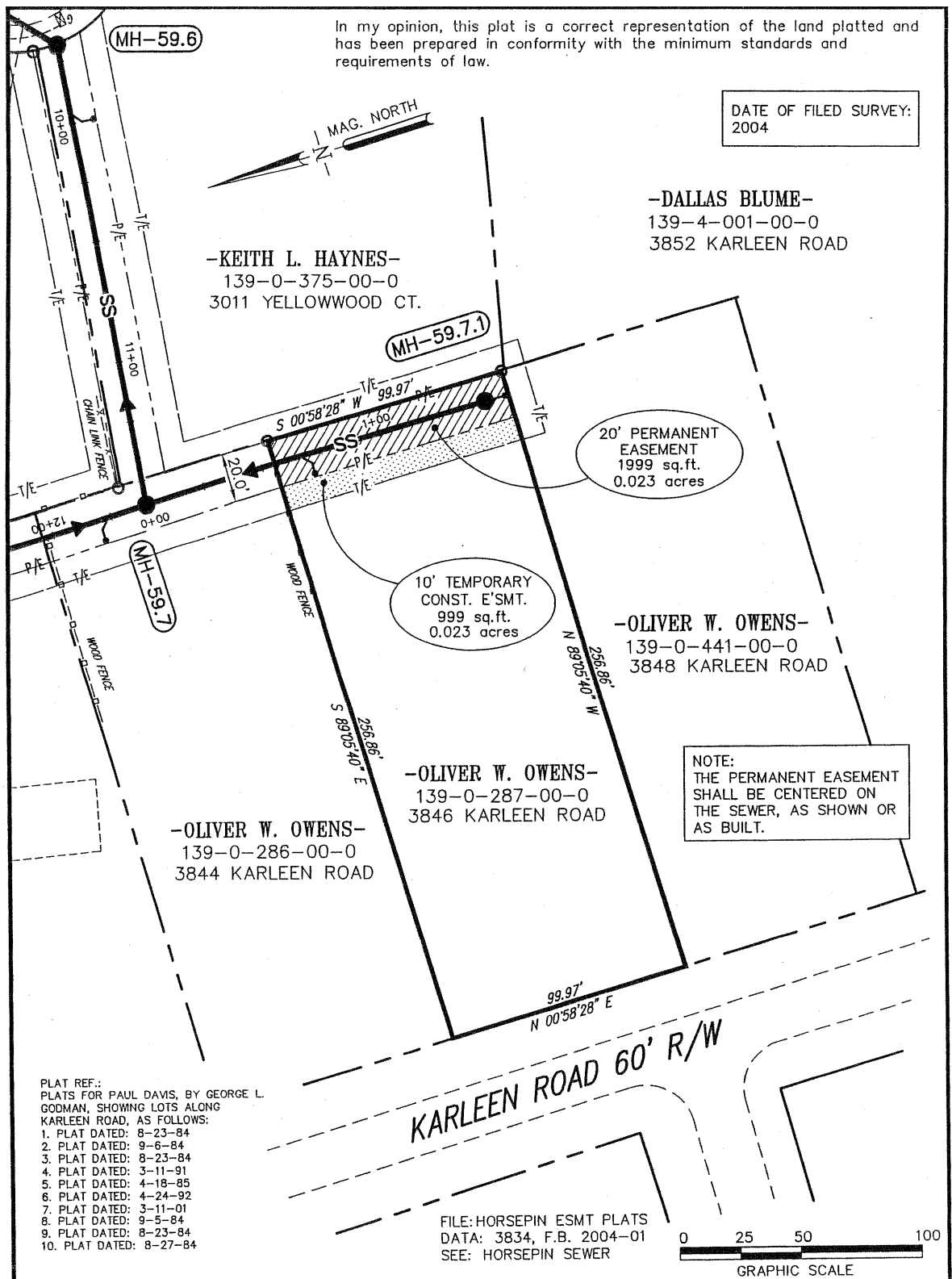
Alternatives: Deny the authorization to condemn.

Recommendation: Approve the authorization to condemn.

Funds are Available in the Following Accounts: G/L 510043420-5411120 J/L 80250202-5411120

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**



**EASEMENT PLAT
FOR:**

**AUGUSTA COMMISSION
HORSEPIN PHASE 2 SEWER COLLECTION SYSTEM
HORSEPIN BRANCH BASIN - PROJECT NO. 50202**

Scale: 1" = 50'

Date: 02-11-2005

Description:

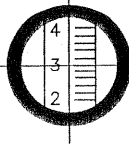
PROPERTY LOCATED IN THE 86th G.M.D.

COUNTY OF:

RICHMOND

STATE OF:

GEORGIA



GEORGE L. GODMAN & ASSOCIATES

GEORGIA REGISTERED LAND SURVEYOR
SOUTH CAROLINA REGISTERED LAND SURVEYOR
1280 MERRY STREET
AUGUSTA, GEORGIA

1977
6268
30904

PHONE: (706) 738-0749

EQUIPMENT USED:
WILD 10C1010 TOTAL STA.

ANGULAR CLOSURE:
00'-00'-03"/STA.

TRAVERSE CLOSURE:
RADIAL TRAVERSE

ADJUSTMENT: NONE

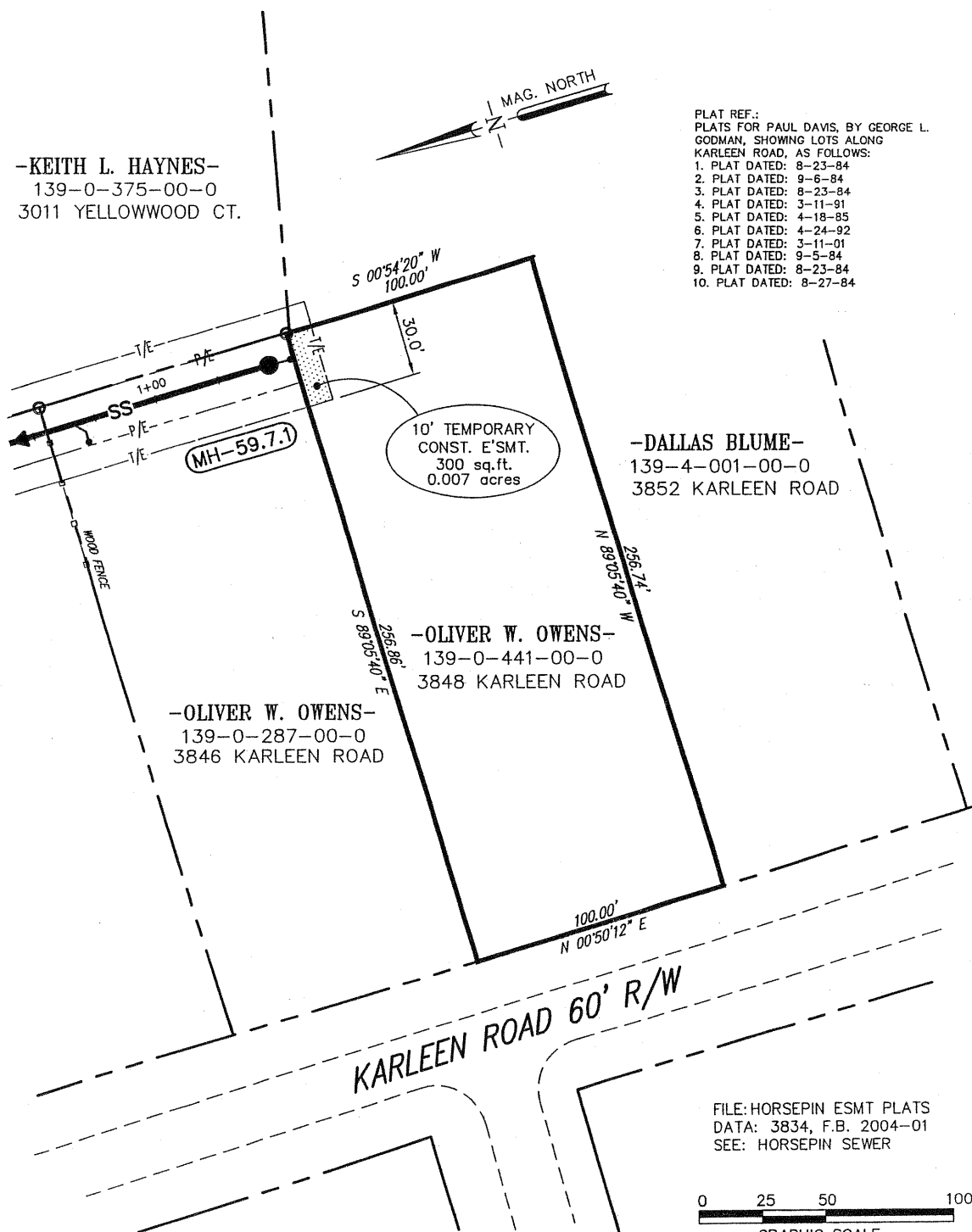
Item # 6

In my opinion, this plat is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

DATE OF FILED SURVEY:
2004

-KEITH L. HAYNES-
139-0-375-00-0
3011 YELLOWWOOD CT.

PLAT REF.:
PLATS FOR PAUL DAVIS, BY GEORGE L. GODMAN, SHOWING LOTS ALONG KARLEEN ROAD, AS FOLLOWS:
1. PLAT DATED: 8-23-84
2. PLAT DATED: 9-6-84
3. PLAT DATED: 8-23-84
4. PLAT DATED: 3-11-91
5. PLAT DATED: 4-18-85
6. PLAT DATED: 4-24-92
7. PLAT DATED: 3-11-01
8. PLAT DATED: 9-5-84
9. PLAT DATED: 8-23-84
10. PLAT DATED: 8-27-84



FILE: HORSEPEN ESMT PLATS
DATA: 3834, F.B. 2004-01
SEE: HORSEPEN SEWER

0 25 50 100
GRAPHIC SCALE

EASEMENT PLAT
FOR:

AUGUSTA COMMISSION
HORSEPEN PHASE 2 SEWER COLLECTION SYSTEM
HORSEPEN BRANCH BASIN - PROJECT NO. 50202

Scale: 1" = 50'

Date: 02-11-2005

Description:

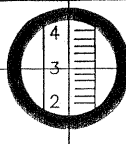
PROPERTY LOCATED IN THE 86th G.M.D.

COUNTY OF:

RICHMOND

STATE OF:

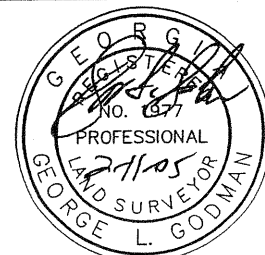
GEORGIA



GEORGE L. GODMAN & ASSOCIATES

GEORGIA REGISTERED LAND SURVEYOR
SOUTH CAROLINA REGISTERED LAND SURVEYOR
1280 MERRY STREET
AUGUSTA, GEORGIA
PHONE: (706) 738-0749

1977
6268
30904



EQUIPMENT USED:
WILD 10C1010 TOTAL STA.

ANGULAR CLOSURE:
00'-00'-03"/STA.

TRAVERSE CLOSURE:
RADIAL TRAVERSE

ADJUSTMENT: NONE

Item # 6



**Engineering Services Committee Meeting
10/29/2007 1:30 PM
Condemnation - Wanda Ellison**

Department: County Attorney - Stephen E. Shepard, Attorney

caption2: Motion to authorize condemnation of a portion of property # 128-0-085-00-0 3633 New Karleen Road, which is owned by Wanda Ellison for 1,275 sq. feet for a permanent easement and 854 sq. feet of temporary easement. AUD Project: 50202 Horsepen Sanitary Sewer, Phase 2.

Background: The appraised value of the easement is \$340.00. Due to a failure to negotiate an agreement, it is necessary to proceed with condemnation.

Analysis: Condemnation is required in order to aquire the easement.

Financial Impact: The necessary costs will be covered by the project budget.

Alternatives: Deny the authorization to condemn.

Recommendation: Approve the authorization to condemn.

Funds are Available in the Following Accounts: G/L 510043420-5411120 J/L 80250202-5411120

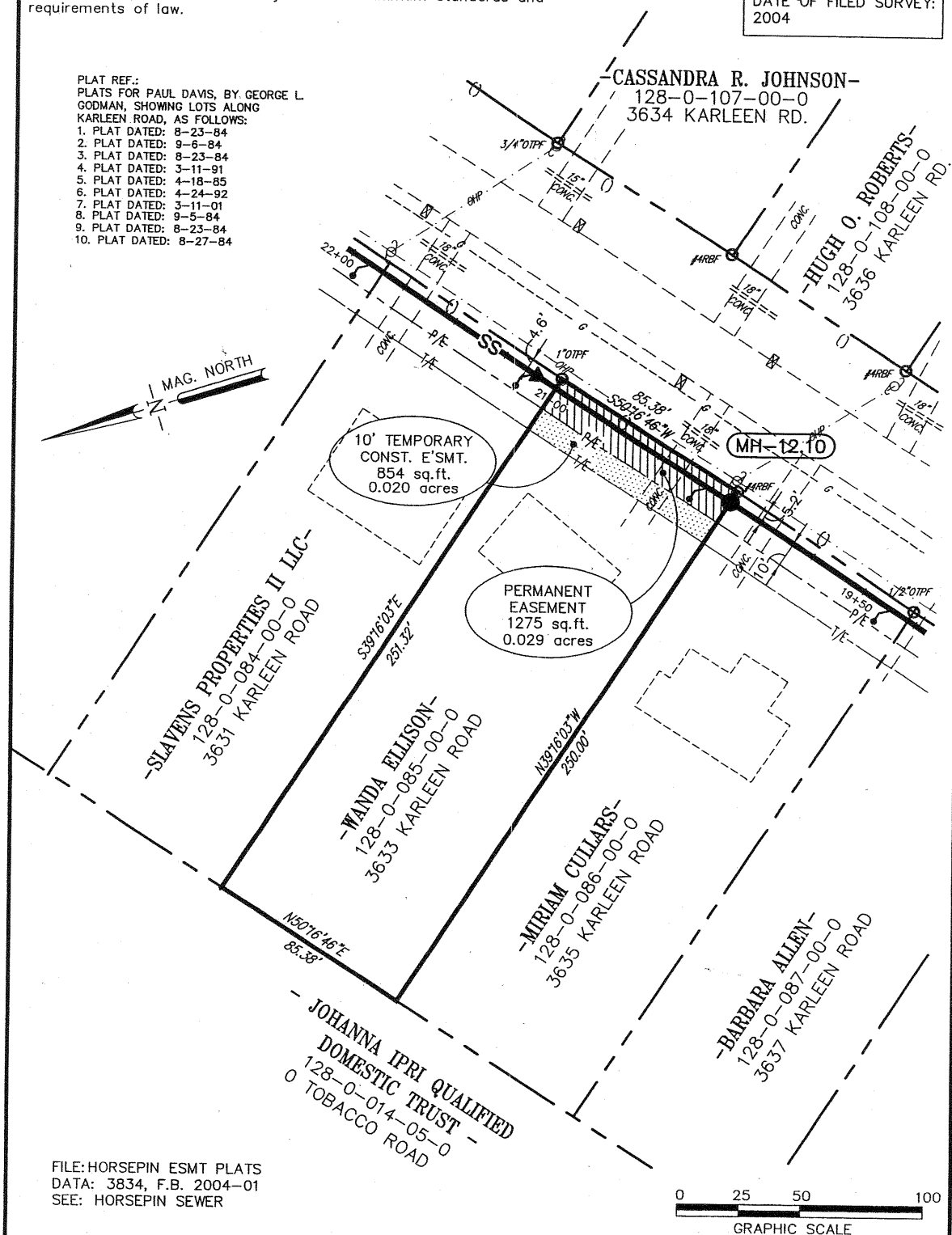
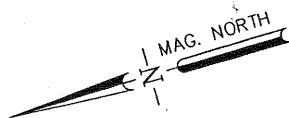
REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**

In my opinion, this plat is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

Attachment number 1
Page 1 of 1
DATE OF FILED SURVEY:
2004

PLAT REF.:
PLATS FOR PAUL DAVIS, BY GEORGE L.
GODMAN, SHOWING LOTS ALONG
KARLEEN ROAD, AS FOLLOWS:
1. PLAT DATED: 8-23-84
2. PLAT DATED: 9-6-84
3. PLAT DATED: 8-23-84
4. PLAT DATED: 3-11-91
5. PLAT DATED: 4-18-85
6. PLAT DATED: 4-24-92
7. PLAT DATED: 3-11-01
8. PLAT DATED: 9-5-84
9. PLAT DATED: 8-23-84
10. PLAT DATED: 8-27-84



FILE: HORSEPEN ESMT PLATS
DATA: 3834, F.B. 2004-01
SEE: HORSEPEN SEWER

0 25 50 100
GRAPHIC SCALE

EASEMENT PLAT
FOR:

AUGUSTA COMMISSION
HORSEPEN PHASE 2 SEWER COLLECTION SYSTEM
HORSEPEN BRANCH BASIN - PROJECT NO. 50202

Scale: 1" = 50'

Date: 01-27-2005

Description:

PROPERTY LOCATED IN THE 86th G.M.D.

COUNTY OF:

RICHMOND

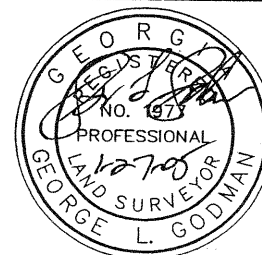
STATE OF:

GEORGIA



GEORGE L. GODMAN & ASSOCIATES

GEORGIA REGISTERED LAND SURVEYOR 1977
SOUTH CAROLINA REGISTERED LAND SURVEYOR 6268
1280 MERRY STREET
AUGUSTA, GEORGIA
PHONE: (706) 738-0749 30904



EQUIPMENT USED:
WILD 10C1010 TOTAL STA.

ANGULAR CLOSURE:
00°-00'-03"/STA.

TRAVERSE CLOSURE:
RADIAL TRAVERSE

ADJUSTMENT: NONE

Item # 7



Engineering Services Committee Meeting

10/29/2007 1:30 PM

Engineering proposal to identify alternatives for addressing potential NPDES Permit changes.

Department: Utilities

caption2: Approve a proposal for a Professional Services Agreement with Rothberg, Tamburini & Winsor, Inc. (RTW) to identify and evaluate alternative approaches for addressing potential changes to permits for the discharge of treated wastewater from Augusta's water pollution control plants.

Background: The State of Georgia is in the process of revising standards for water quality in the Savannah Harbor. These revisions will trigger a series of actions that will ultimately result in revised permit requirements for all dischargers into the Savannah River from Clarks Hill Dam to the ocean. We have been involved in the standards revision process and are aware that the outcome will most likely result in a reduction of our discharges allowed under National Pollutant Discharge Elimination System (NPDES) Permits issued to Augusta. We have requested a proposal from RTW Engineering to evaluate possible approaches available to Augusta to comply with these new requirements. RTW has proposed to perform these services per the attached Scope of Work for a lump sum fee of \$30,000.00.

Analysis: The current standards revision process will ultimately result in Augusta negotiating terms of a new NPDES Permit in which we will be required to either request a variance or develop a potentially long-term schedule to comply with some difficult requirements. The results of this study would provide valuable information to aid those negotiations by identifying options and providing preliminary cost estimates for those options.

Financial Impact: \$30,000.00 from Account 506043310/5212999

Alternatives: 1) Approve this agreement and proceed with the study. 2)

Cover Memo

Item # 8

Reject this proposal and proceed to negotiations without an understanding of alternatives (not recommended).

Recommendation: We recommend that the Commission accept the attached proposal and authorize the Mayor to execute a professional services agreement with Rothberg, Tamburini & Winsor, Inc. to perform the attached Scope of Work for a lump sum price of \$30,000.00.

**Funds are
Available in the
Following
Accounts:** 506043310/5212999

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Administrator.
Clerk of Commission**



Rothberg, Tamburini & Winsor, Inc.

Mr. Allen Saxon
Assistant Director, Wastewater
Augusta Utilities Department
360 Bay Street
Suite 180
Augusta, Georgia 30901

August 23, 2007
SL# 30451

Reference: Savannah River DO TMDL
Proposal for Compliance Alternatives Evaluation

Dear Mr. Saxon:

This letter and the attached General Provisions can serve as our Agreement for the referenced project. Rothberg, Tamburini & Winsor, Inc. (RTW) will provide the Scope of Services attached as attachment A. RTW will perform these services for a lump sum fee of \$30,000; a resource estimate is attached for your reference. RTW will invoice monthly, based on percentage of work completed.

Current discussions indicate that the proposed dissolved oxygen TMDL for the Savannah River may result in very restrictive limits for discharges of oxygen demanding substances. These restrictive limits could require exotic and expensive treatment to achieve compliance.

RTW proposes to conduct a preliminary study to assess unique or innovative compliance options. This study would identify alternatives and estimate implementation costs. Types of alternatives that will be considered include treatment of non-point sources of oxygen demand and treatment sharing or credits. RTW will discuss the results of this study with the Georgia Environmental Protection Division.

We are prepared to begin work immediately.

You may indicate your acceptance of these provisions by signing where indicated below and return a copy to us for our files. If you have any questions regarding this Agreement, please contact me directly.

Professional Engineers & Consultants

C O L O R A D O * N E V A D A * A R I Z O N A * G E O R G I A

Item #8

360 Bay Street • Suite 435 • Augusta, GA 30901 • 706.828.8886 • FAX:706.828.7957 • RTWengineering.com

Allen Saxon
Page 2
August 23, 2007

Very truly yours,
Rothberg, Tamburini & Winsor, Inc.



Tom D. Wiedmeier
Vice President

Attachments: General Provisions
Scope of Work

cc: Mike Rothberg
Kathy Gerdink

ACCEPTED BY: AUGUSTA, GEORGIA

By: _____

Date: _____

Title: _____

ATTACHMENT A: SCOPE OF WORK

BACKGROUND

EPA and Georgia EPD are working to develop the rationale and standards for the Savannah River and Savannah Harbor based on models of the lower river and harbor.

The resulting regulations are envisioned to result in total daily maximum loads (TMDL) for the river which will impact all dischargers to the river. Based on the current general understanding of the process and its direction, it is anticipated that the TMDL will result in very restrictive limits for parameters which cause oxygen depletions in the water column. Current discussions indicate that the comparison or historic data period will be based on actual discharges in 1999. In practice this could mean that loads above the historical level cannot be discharged to the river, resulting in far more stringent limits, or limits that cannot be met with other than exotic treatment processes.

There already is a significant effort aimed at reviewing the regulatory process and its base science, and this is not the purpose of this effort. The purpose of this evaluation will be to determine compliance options, assuming that a stringent TMDL is actually issued, and the cost of compliance. A further purpose of this evaluation will be to identify regulatory language that may be necessary or beneficial to enable the application of possible unique or innovative techniques for achieving compliance.

PROPOSAL

This proposal is for a project to complete a brief study/evaluation to determine if unique or innovative compliance options may exist, preliminary estimates of cost, and how these could actually be implemented. The approach will be based on the paradigm that the underlying purpose of the regulation must be met, achieving the goal of maintaining desired or required dissolved oxygen levels in the water column at the designated locations. To the extent that unique or innovative options can be identified, it may be possible to define special provisions or regulatory language that could be implemented to ease the application of the option.

The result of this effort will be a letter report or "White Paper" that describes viable approaches or options to meet the dissolved oxygen goals. This report will develop cost estimates for the options, which may be compared to alternative approaches. This report will also identify the expected result or impact on the river/harbor oxygen demand.

At this time it is difficult to determine how many options may be identified for evaluation, so the scope will be based on an estimate of time associated with this task. Preliminarily it seems reasonable to evaluate concepts which can offset discharged oxygen demand by replacing the oxygen or by offsetting that demand through other techniques. Another alternative may be to locate oxygen demand loads, coming from non-point sources, at points on the river that can be collected and treated, to offset point source loads.

These concepts may require regulatory provisions that allow some sort of treatment credit sharing or transfers, or methods that allow a discharger to take credit at locations other than their point of discharge. As options are developed and evaluated, the necessary regulatory requirements will be considered and appropriate concepts or language will be discussed that could be suggested to EPD for inclusion in the regulation to enable implementation of viable alternatives.

The attached spread sheet shows the cost estimate for this effort as well as a general scope.



Rothberg, Tamburini & Winsor, Inc.

Savannah River and Savannah Harbor Dissolved Oxygen White Paper
Fee Breakdown
8/27/2007

Task	Principal \$175		Project \$170		Sr. Engineer \$103		Graphics \$92		Administration \$52		Labor Subtotal		Expenses					Task Subtotal
													Outside	Print	CAD @	Travel/Misc.	Expense	
	Hours	Sub	Hours	Sub	Hours	Sub	Hours	Sub	Hours	Sub	Hours	Dollars	Consulting	Cost	\$15	/Mail	Subtotal	
Task 1: Data Review/Site Specific Analysis																		
Review 1999 Data	2	\$350	2	\$340	8	\$824	0	\$0	0	\$0	12	\$1,514	\$0	\$0	\$0	\$0	\$0	\$1,514
Quantify Total Oxygen Demand (TOD)	2	\$350	2	\$340	6	\$618	0	\$0	0	\$0	10	\$1,308	\$0	\$0	\$0	\$0	\$0	\$1,308
Task 2: TOD Deficit/Oxygen Credit Determination																		
TOD Deficit Determination	2	\$350	0	\$0	8	\$824	0	\$0	0	\$0	10	\$1,174	\$0	\$0	\$0	\$0	\$0	\$1,174
Oxygen Credit Determination	2	\$350	0	\$0	4	\$412	0	\$0	0	\$0	6	\$762	\$0	\$0	\$0	\$0	\$0	\$762
Task 3: Possible TOD Deficit Solutions Study																		
Oxygen Credit Exchange	2	\$350	2	\$340	24	\$2,472	0	\$0	0	\$0	28	\$3,162	\$0	\$0	\$0	\$0	\$0	\$3,162
Dissolved Oxygen Addition	2	\$350	2	\$340	24	\$2,472	0	\$0	0	\$0	28	\$3,162	\$0	\$0	\$0	\$0	\$0	\$3,162
Non-Conventional Treatment Technologies	2	\$350	2	\$340	20	\$2,060	0	\$0	0	\$0	24	\$2,750	\$0	\$0	\$0	\$0	\$0	\$2,750
Quick Survey of Non-Point Sources	2	\$350	2	\$340	12	\$1,236	0	\$0	0	\$0	16	\$1,926	\$0	\$0	\$0	\$0	\$0	\$1,926
Task 4: Report																		
White Paper	4	\$700	4	\$680	32	\$3,296	8	\$736	12	\$624	60	\$6,036	\$0	\$125	\$120	\$100	\$345	\$6,381
Meeting with Georgia EPD	12	\$2,100	8	\$1,360	0	\$0	0	\$0	0	\$0	20	\$3,460	\$0	\$0	\$0	\$1,500	\$1,500	\$4,960
Regulatory Language Recommendations	8	\$1,400	4	\$680	8	\$824	0	\$0	0	\$0	20	\$2,904	\$0	\$0	\$0	\$0	\$0	\$2,904
Project Subtotals	40	\$7,000	28	\$4,760	146	\$15,038	8	\$736	12	\$624	234	\$28,158	\$0	\$125	\$120	\$1,600	\$1,845	
Project Total																		\$30,003



Engineering Services Committee Meeting

10/29/2007 1:30 PM

Engineering services in association implementing the recommendations associated with the Augusta Canal Bank Study.

Department: Utilities

caption2: Authorize award and execution of an engineering contract with Cranston, Robertson and Whitehurst P.C. in the amount of \$124,170 for professional services in association with engineering for implementing the recommendations associated with the Augusta Canal Bank Study.

Background: The Augusta Commission recently authorized the Augusta Utilities Department to implement the recommendations associated with the Augusta Canal Bank Study. This agenda item begins the process with the preparation of documents to perform future construction contracts and other associated work.

Analysis: The engineering proposal encompasses the surveying, design, and preparation of construction plans and specifications for implementing of recommended items 1,2,3,4, and 7 of the Engineering Study. Those items being:

1. Pre-emptively remove all dead trees, those leaning at an angle of greater than 45 degrees on the back slope of the levee embankment and that are found to be diseased. This will include removing the root ball for any tree over 6 inches in diameter. Monitor those types of situations on the front slope and use the scheduled emptying of the canal to remove those trees.
2. Improvements to Reach 7 to address seepage, and increase slope stability, including removing trees from the embankment to clear the construction zones as needed.
3. Field investigations to confirm the undercuts along front slope of canal bank identified as substantial and prepare plans and specifications for most practical repair techniques.
4. Corrective action plan for seepage areas identified in study not within the limits of Reach 7.
7. Training of AUD personnel to implement Inspection and Maintenance Program. Also update Emergency Action Plan and Public

Safety Plan. Attached with this agenda item is the proposal which provides more details of the scope of services and associated costs of services.

Financial Impact: Funds for these engineering services can be charged to the Bond Fund, account number 507043410-5425110/80320115-5425110.

Alternatives: No alternatives are recommended.

Recommendation: We recommend the Commission authorize the award and execution of an engineering contract with Cranston, Robertson and Whitehurst P.C. in the amount of \$124,170 for professional services in association with engineering for implementing the recommendations Augusta Canal Bank Study.

Funds are Available in the Following Accounts: Funds for these engineering services can be charged to the Bond Fund, account number 507043410-5425110/80320115-5425110.

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Administrator.
Clerk of Commission**



Cranston Engineering Group, P.C.
ENGINEERS - PLANNERS - SURVEYORS

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THOMAS H. ROBERTSON, PE, AICP, RLS
JAMES B. CRANFORD, JR., PE
DENNIS J. WELCH, PE

J. CRAIG CRANSTON, PE, RLS
(RETIRED)

October 1, 2007

Augusta Utilities Department
360 Bay Street, Suite 180
Augusta, Georgia 30901

Attention: Mr. Clifford A. Goins

Re: Augusta Canal Bank Improvement Project - Phase I
Augusta, Georgia
Our File No. 2007-0365

Gentlemen:

As requested we are pleased to submit this proposal for accomplishing the necessary engineering and surveying services for the design of the first phase of improvements to the Augusta Canal bank, the training of Augusta Utilities Department personnel on the Inspection and Maintenance Program, the development of a public safety plan, and the development of a training and updating program for the Emergency Action Plan. This proposal includes a discussion of our understanding of the Scope of Work, the work steps to be accomplished, our fees and the time of completion of the work.

GENERAL:

The First Level of the Augusta Canal extends from the headgates in Columbia County to Thirteenth Street in downtown Augusta, or for a distance of approximately seven miles. For some two-thirds of its length it was created by a combination of excavating on the land side and constructing a levee on the river side. For the remaining one third length, located primarily near the downtown end, there are levees on both sides to form the canal. Constructed in 1845 and expanded in 1873, the canal functioned to provide hydroelectric power for mills and industry, provide a source for Augusta's drinking water and allow boat traffic to ride the currents moving from the headgates to downtown Augusta so as to transport goods from the farmlands to the city. Then, the boats would travel up current from downtown to the headgates, many times aided by mules towing the boats with attached ropes. The mules traveled along the top of the levee banks and the banks were therefore devoid of trees to facilitate the towing operations.

Mr. Clifford Goins
October 1, 2007
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With the growth of railroads throughout the area, the Augusta Canal's use for the transportation of goods diminished and ultimately stopped. While the canal remained viable for the production of hydroelectric power for the mills, the lack of mule-towed boats resulted in a lack of need to maintain the banks of the canal without trees and over the course of years numerous trees grew along both the upstream and downstream slopes of the canal levee bank. Up until the 1950's it is reported that the city had a separate Canal Department which maintained a crew which kept new growth of trees from occurring on the canal banks, but over the last 35-40 years, trees and vegetation have been allowed to grow unimpeded.

In the 1960's and 1970's the canal became forgotten by the general public and received little attention as a valuable asset to the community. However, in 1989, the Augusta Canal Authority was formed to provide oversight for the conservation, preservation, educational and economic development aspects of the canal. Operation and maintenance of the canal remained the responsibility of the Augusta Utilities and Public Works Department. The Authority was ultimately able to undertake a master planning process with considerable public involvement to develop a strategy for the use and improvements to the Augusta Canal. In 1996 the canal was designated by Congress as a National Historic Area and received authorization for federal funding. The canal and its tow paths now are heavily utilized by the general public for hiking, biking and boating. The canal still has the historic uses of providing hydroelectric power for existing mills and providing a source for water for the Augusta Water System serving Augusta residents.

In March 2000, members of the Augusta-Richmond County Fire Department Surface Rescue Team and the Emergency Management Agency Dive Team conducted an exercise to examine the Augusta Canal bank from Interstate 20 to the Augusta Water Works Pump Station, or for a distance of approximately 1½ miles. A report of their findings dated March 12, 2000 indicates that they found a number of "critter" holes along the length of the levee and several locations where the bank is sloughed toward the canal.

In May 2007, we completed a detailed Engineering Report of the entire First Level Augusta Canal bank which includes identified deficiencies, recommendations for possible corrective actions, an Emergency Action Plan, and a Maintenance Plan. This report will be the basis for the proposed improvements.

SCOPE OF WORK:

As the first phase of the improvements recommended in the May 2007 Engineering Report, the Augusta Utilities Department desires to implement Items 1, 2, 3, 4 and 7 of the recommendations. This proposal encompasses the engineering design and surveying associated with the implementation of these recommendations, together with the development of both a public safety plan and a training and updating program for the Emergency Action Plan.

Item 1 of the recommendations covers the preemptive removal of selected vegetation from the canal bank which has the potential to negatively impact the stability of the bank. Our work on this item will include the development of generalized construction plans and specifications using

Item # 9

Mr. Clifford Goins
October 1, 2007
Page 3

simple contract documents. The plans will not be site specific and will cover the general details of the tree removal process to be utilized. The construction will be divided into two phases. The first phase will include the removal of the trees on the dry side of the embankment, and the second phase will include the removal of the trees on the canal side of the embankment. The first phase can be completed at any time after the design is completed; however, the second phase must be completed during the scheduled draining of the canal. We will also field mark the current trees to be removed so that construction may proceed on a unit price basis.

Item 2 of the recommendations covers the construction of improvements to Reach 7 to address seepage and increase slope stability. Our work on this item will include the development of detailed design and construction plans and specifications for a buttress berm solution using typical contract documents of the Augusta Utilities Department. In order to accomplish the detailed design we will need to first complete a surveying of the topography of the project area, which is approximately 5 acres. We will also need to have the borrow materials tested by a geotechnical engineer to analyze the stability of the proposed modified embankments using those materials and determine the most favorable configuration of the added buttress. Specifically, we will coordinate with the geotechnical consultant and review their report and recommendations. However, we would expect this consultant to be contracted directly with you. We anticipate needing to obtain both a US Army Corps of Engineers Nationwide Permit, including the delineation of the Water of the US within the project area, and a Georgia Environmental Protection Department 25 Foot Vegetative Buffer Encroachment Permit. Should we discover during the design process that either of these are not required, they will be eliminated from our scope of services.

Item 3 of the recommendations covers the remedial repairs to the undercuts identified as substantial. Our work on this item will include the development of generalized construction plans and specifications using simple contract documents. The plans will not be site specific and will cover the general details and repair techniques for construction when the canal is emptied. We will also conduct detailed field investigations once the canal is drained to both confirm the most critical areas and determine the most practical repair technique for each area to be repaired. We anticipate needing to obtain a US Army Corps of Engineers Nationwide Permit. Should we discover during the design process that one is not required, it will be eliminated from our scope of services.

Item 4 of the recommendations covers the corrective action for specific known seepages which possibly jeopardize the bank stability. Three of the four identified seepage locations will be addressed by other activities covered elsewhere in this proposal. The locations near Station 143+50 and Station 174+00 will be periodically monitored as part of the Inspection and Maintenance Program, and the location near Station 221+50 will be repaired as part of the Reach 7 repairs. We will address the seepage near Station 86+00 by researching, coordinating and drafting a letter on behalf of the Augusta Utilities Department to CSX Transportation notifying them of the problem and their responsibility to repair it.

Unless specifically discussed within the scope for each activity, it is our anticipation that no environmental documentation or permitting relating to wetlands, stream buffers, endangered species, Federal Emergency Management Agency (FEMA) or similar state/federal regulatory reviews will

Item # 9

Mr. Clifford Goins
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Page 4

be required and therefore, we have not included any additional such work in this proposal. Should it be determined, at a later date, that additional environmental documentation or permitting will be required, then we would anticipate negotiating a fee for that work at that time.

All drawings will be prepared in ink on mylar film at a scale of 1" = 20' or other appropriate scale. The site plan sheets will be accomplished using computer assisted design and drafting (CADD) equipment, and these sheets will be available in AutoCAD, Release 2007, computer disc format if desired, at no additional fee. In the event of difference between the disc reproduced drawings and the original tracing, the hard copy tracing will govern.

We propose to furnish the following bidding and construction phase services for the construction of the tree removal, the Reach 7 repairs and the undercut repairs: preparing a schedule for bidding, preparing bidding documents, assisting you with securing bids from qualified contractors, advising you concerning the award of a contract, preparing contract documents subject to your approval, issuing a notice to proceed, making observations of the construction work as it progresses to observe the general quality, furnishing written reports of the observations made during each visit, coordinating with the inspector provided by the City, issuing instructions to the contractor, reviewing shop drawings, reviewing the contractor's monthly applications for partial payment, determining the amounts owing to the contractor, interpreting the contract documents and technical specifications, consulting as necessary with the City authorities and their representatives concerning their requirements, making a final inspection to determine whether or not the work has been completed substantially in accordance with the plans and specifications, and reviewing the contractor's application for final payment.

Any construction observation services provided will be for the purpose of monitoring compliance with the plans, specifications, and contract documents, and will not in any manner be a guarantee of the methods, appliances, or schedule employed by the contractor, nor for the safety of the job.

We will provide a complete Inspection and Maintenance Program training session for Augusta Utilities Department employees as selected by you. This training session will include both classroom and field training as necessary to completely cover the Inspection and Maintenance Program. Prior to the training session we will develop a permanent baseline system to be installed at key prominent locations along the First Level Augusta Canal, and update the Inspection and Maintenance Program to include appropriate aspects of the Emergency Action Plan and Public Safety Plan. For ease of use, we will also consolidate the Inspection and Maintenance Plan, Emergency Action Plan and the Public Safety Plan to a single bound publication. Should you desire to have our surveyors install the baseline system, we would anticipate negotiating a fee for that work at that time.

We will prepare a public safety plan in accordance with the Federal Energy Regulatory Commission's published guidelines. We will review the current safety devices being utilized and suggest revisions as required. At a minimum, the plan will include a listing of each existing safety

Mr. Clifford Goins
October 1, 2007
Page 5

device along the canal and a schematic drawing showing the location of each device, basic inspection and maintenance procedures with schedules for maintaining such devices, and standard incident reporting procedures and forms as required by the Federal Energy Regulatory Commission.

We will develop a systematic program for periodically training, exercising, updating and posting the Emergency Action Plan. The program will include all necessary procedures, forms and schedules as required by the Federal Energy Regulatory Commission.

FEES:

We proposed to accomplish the individual items listed below at the lump sum fee for each shown.

1.	Tree Removal (Item 1)	
a.	Construction Plans and Specifications	
	Lump Sum	\$8,250.00
b.	Field Location of Trees	
	Lump Sum	\$3,700.00
c.	Bidding Phase Services	
	Lump Sum	\$1,250.00
d.	Construction Phase Services	
	Lump Sum	\$3,250.00
	Subtotal	\$16,450.00
2.	Reach 7 Repairs (Item 2)	
a.	Construction Plans and Specifications	
	Lump Sum	\$24,960.00
b.	Completion of Single Nationwide Permit (If Required)	
	Lump Sum	\$2,500.00
c.	Completion of 25' Buffer Encroachment Permit (If Required)	
	Lump Sum	\$3,500.00
d.	Wetlands Delineation	
	Lump Sum	\$1,380.00
b.	Field Survey	
	Lump Sum	\$4,950.00
c.	Bidding Phase Services	
	Lump Sum	\$1,560.00
d.	Construction Phase Services	
	Lump Sum	\$6,680.00

Mr. Clifford Goins
October 1, 2007
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		Subtotal	\$45,530.00
3.	Undercut Repairs (Item 3)		
a.	Construction Plans and Specifications Lump Sum		\$20,500.00
b.	Additional Field Investigations Lump Sum		\$6,650.00
c.	Completion of a Single Nationwide Permit (If Required) Lump Sum		\$2,500.00
c.	Bidding Phase Services Lump Sum		\$1,250.00
d.	Construction Phase Services Lump Sum		\$5,750.00
		Subtotal	\$36,650.00
4.	Seepage Repairs (Item 4) Lump Sum		\$2,500.00
5.	Inspection and Maintenance Program (Item 7)		
a.	Establish Canal Baseline System Lump Sum		\$1,500.00
b.	Update Maintenance Plan Lump Sum		\$2,500.00
c.	Training Lump Sum		\$6,050.00
		Subtotal	\$10,050.00
6.	Public Safety Plan Lump Sum		\$7,490.00
7.	Training and Updating Program for Emergency Action Plan Lump Sum		<u>\$5,400.00</u>
		Grand Total	\$124,070.00

We would invoice you monthly for the percentage of each item completed during that month and would expect payment within 15 days following the submittal of our invoice.

Mr. Clifford Goins
October 1, 2007
Page 7

TIME OF COMPLETION:

We are prepared to begin work at your direction and expect to complete the proposed services in accordance with the following schedule:

- | | | |
|----|---|-------------------|
| 1. | Tree Removal (Item 1) | |
| | Phase One (Dry Side) | December 7, 2007 |
| | Phase Two (Canal Side) | April 25, 2008 |
| 2. | Reach 7 Repairs (Item 2) | February 29, 2008 |
| 3. | Undercut Repairs (Item 3) | April 25, 2008 |
| 4. | Seepage Repairs (Item 4) | November 9, 2007 |
| 5. | Inspection and Maintenance Program (Item 7) | May 15, 2008 |
| 6. | Public Safety Plan | February 15, 2008 |
| 7. | Training and Updating Program for Emergency Action Plan | December 17, 2007 |

We appreciate your confidence in our firm and the opportunity of making this proposal. Should you have any questions concerning the scope of services offered, or the fees, we will be happy to meet with you at your convenience to go over any aspect.

Sincerely,

CRANSTON ENGINEERING GROUP, P.C.



D. Scott Williams, P.E.

DSW/dsw

ACCEPTED:

AUGUSTA UTILITIES DEPARTMENT

BY: _____

TITLE: _____

DATE: _____



**Engineering Services Committee Meeting
10/29/2007 1:30 PM**

Intergovernmental Agreement regarding use of the Laney Stadium Facilities and Parking Lot

Department: County Attorney

caption2: Motion to approve the Intergovernmental Agreement regarding use of the Laney Stadium Facilities and Parking Lot.

Background: The Board of Education of Richmond County ("BOE"), currently owns and operates Laney Stadium and its facilities and parking lot. Augusta, Georgia ("City"), would benefit from the occasional use of Laney Stadium and its related facilities.

Analysis: The Board of Education is willing to enter into an intergovernmental agreement with the City, enabling the City to use the stadium and its facilities at mutually beneficial times.

Financial Impact: None

Alternatives: Either approve or deny the motion to enter into the Intergovernmental Agreement.

Recommendation: Approve the motion to enter into the Intergovernmental Agreement

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

Administrator.
Clerk of Commission

STATE OF GEORGIA)
)
COUNTY OF RICHMOND)

INTERGOVERNMENTAL AGREEMENT

BY AND BETWEEN

**COUNTY BOARD OF EDUCATION OF RICHMOND COUNTY, GEORGIA
AND AUGUSTA, GEORGIA, A POLITICAL SUBDIVISION OF THE STATE OF
GEORGIA FOR JOINT USE OF LANEY STADIUMS AND RELATED FACILITIES**

THIS AGREEMENT is made and entered this the ____ day of _____, 2006, by and between County Board of Education of Richmond County, Georgia (hereinafter referred to as "BOE", "School System" or "School District") and Augusta, Georgia (hereinafter referred to as "Augusta", "City" or "County") as an Intergovernmental Agreement authorized by Article IX, § III, Paragraph I of the Constitution of Georgia of 1983.

WHEREAS, BOE has identified needs for new football, baseball and softball stadiums and related education facilities at Lucy Laney High School, A.R. Johnson High School and C.T. Walker Magnet School; and

WHEREAS, Augusta's Recreation and Parks Department has identified the need for recreation facilities in the community in proximity to said schools; and

WHEREAS, BOE and Augusta have determined that it would be to the benefit of the taxpayers of Augusta for BOE and Augusta to jointly use and operate shared facilities on the premises under the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Construction of Stadiums and Related Facilities

a. On a site adjacent to Lucy C. Laney High School, A.R. Johnson and C.T. Walker Magnet School, BOE shall cause to be constructed new facilities to include:

- a. a football stadium with 9,000 seats and a 8-lane performance track for track and field events;
- b. a baseball stadium;
- c. a softball stadium;

- d. restrooms (men's and women's) building;
- e. concession buildings;
- f. improvements to C.T. Walker Magnet School;
- g. improvements to A.R. Johnson Magnet High School;
- h. parking lots;
- i. other related facilities.

b. BOE shall be responsible for obtaining and administering all activities relating to contracting for construction of the stadiums, including without limitation: (i) Advertising and obtaining proposals for design and construction from architects, engineers, contractors and other professionals as necessary; (ii) Analyzing said proposals and awarding contracts to the appropriate persons and/or entities (the "Construction Contracts"); and (iii) Administering all Construction Contracts made pursuant to this Agreement.

c. Construction work shall proceed with due diligence until completed.

d. Augusta's share of all said Construction Costs, inclusive of interest and any and all contingencies, shall not exceed \$2,500,000.00 of direct appropriation from SPLOST IV together with an additional \$900,000.00 which Augusta shall cause to be remitted from the Augusta Neighborhood Improvement Corporation and Augusta will pass through to the County Board of Education of Richmond County the sum of \$900,000.00 which represents the contribution of ANIC. Said monies, both the direct appropriation and the pass through amounts shall be remitted by Augusta or cause to be remitted by Augusta by October 1, 2006. Funding having been approved by the Augusta-Richmond County Commission in meeting of September 2, 2005, recessed from August 31, 2005 and _____, 2006. Upon request of the BOE, Augusta shall pay to the BOE the following schedule of payments, the total of which shall not exceed \$2,500,000.00:

By a Note for \$3,400,000.00 received as described above and applied to project by BOE as agreed.

Said funds shall be applied to direct Construction Costs (as hereinafter defined) of said stadiums and related facilities upon receipt from BOE of a detailed account of such costs of construction and expenses, plus costs of architectural and engineering fees previously paid by BOE.

For purposes of this Paragraph, the terms "costs of construction and "Construction Costs" shall include:

- i. all sums paid by BOE for labor, materials, utilities, equipment

rental, permits and services utilized or provided in the construction of the facility improvements referenced herein in Paragraph 1(a); and

ii. intentionally deleted.

iii. any other fees and expenses reasonably required to be paid by BOE in connection with the completion of construction of said Stadiums.

2. Title to the Stadiums.

At the completion of construction of the Stadiums and related facilities, BOE shall possess fee simple title to the Stadiums, subject to Augusta's use rights outlined in Section 9 herein.

3. Operation and Maintenance of Stadiums.

a. BOE shall pay all charges for electricity, gas, water, telephone, sewer service, sewer treatment, telephone and any other communication or utility service used in or rendered or supplied to the Stadiums throughout the term of this Agreement. All accounts for said services shall be in the name of BOE. Augusta agrees to reimburse BOE based on its use of the facility in school year 2006-2007 which is recognized to be a partial year and 2007-2008 which is defined to run from July 1, 2007 until June 30, 2008 and said parties further agree that said 2007-2008 year as defined herein shall serve as a year in which a baseline determination is made for expenses appropriately charged to Augusta as maintenance and operation.

b. BOE shall be solely responsible for repairing and maintaining both the exterior and interior premises of the Stadiums, including without limitation the grounds surrounding the Stadiums and the parking area for the Stadiums. In connection with this responsibility, the parties agree as follows:

i. BOE shall hire maintenance workers whose sole responsibility shall be maintenance of the Stadiums.

ii. BOE shall be responsible for supplying all necessary janitorial and maintenance supplies for the Stadiums.

c. Neither party may, without the prior written consent of the other party, make any alterations, changes or additions, structural or otherwise, in or upon any part of the Stadiums and related facilities. The foregoing shall also apply to any exterior signs, notices, placement of machinery or equipment either attached or placed outside of the Stadiums.

d. Staff, equipment and supply costs incidental to each party's use of the Stadiums shall be the sole responsibility of that party.

e. No later than August 1st following the conclusion of each school year

recognized hereunder as ending on June 30th, said BOE shall provide Augusta with copies of invoices, statements and/or receipts for said charges. Augusta shall make payment to BOE for its share of said charges no later than August 31st next following the close of said previous school year.

4. Use of Stadium Facilities

1. The School District would have the first and primary right to choose dates to utilize the stadium for extra-curricular and educational purposes. During the school year, the facility will be used for P.E. classes, athletic events, extracurricular activities or other educational purposes both during the school week and or weekends and evenings. The City will schedule its use of subject to the dates chosen by BOE.

2. On dates the School District does not require the use of the facility for educational, athletic and extra-curricular activities, the City of Augusta has the next primary right to utilize the stadium(s) for public purposes to include football games, athletic tournaments, community events and other allowable public purposes which will be mutually agreed upon by BOE and City.

3. Before the beginning of each school year, but in any event no later than June 15th of each year, the School Board will prepare a calendar setting forth the dates it will utilize the stadium. Using this calendar, the City (to the extent it has specific activities then planned), will list all known dates for the use of the stadium. Together these dates will compose the tentative joint-use calendar for each school year.

4. Either party may use the stadium on dates not reserved on the tentative joint use calendar so long as the parties communicate in advance to ensure the avoidance of schedule conflicts.

5. The City will not be required to pay any annual or use fee to the Board of Education in connection with this joint use agreement; however, the City will be responsible to reimburse the Board of Education for any expenses incurred in connection with each use of any facility subject to this agreement by the City, to include all utilities, security, all custodial and ground keeping services as well as financial responsible for any damage or breakage to the facility or equipment therein, natural wear and tear excluded, during City use.

6. Each party shall designate a contact person to coordinate the activities, events, use, costs and other business matters as set forth in Section 10 hereof.

7. Each party hereto to the extent allowed by law, indemnity and hold harmless the other for any injuries or damages that may occur during their perspective use of any facility subject to this Agreement, subject to the right of each governmental body that is a party hereto to raise the defenses of governmental sovereign immunity, where appropriate, as to claims of third parties.

8. The parties shall coordinate schedules and personnel to ensure the facility

is cleaned for both parties prior to and after each event.

9. It is the policy of the Board of Education that the use of the facilities, by a third parties for concerts, etc., is limited. The stadiums are not open to general uses by third parties. Both parties hereto must agree on third party uses in writing not less than ten (10) business days in advance.

10. The use or possession of alcohol, tobacco and illegal or unauthorized use of legal drugs on Board of Education property is strictly prohibited.

B. Use of Parking Lots - Sublease to the Board of Regent of the University System of Georgia for the use and benefit of the Medical College of Georgia and/or Medical College of Georgia Health, Inc.

Subject to the scheduling of events on the CBOE/City master calendar events, MCG shall have the exclusive right to use the parking facility at the Laney Stadium complex from 7:00 a.m. until 6:00 p.m., Monday through Friday. Such use shall be subject to the following conditions:

The conditions of that certain Lease Agreement between MCG and BOE dated _____, reference being made thereto. To the extent applicable, the Lease by reference is made a part of this agreement, the same as if the relevant terms were set forth herein verbatim.

5. Insurance:

a. BOE shall provide, either through an independent policy or by adding the Stadiums and related facilities to an existing policy, and shall maintain in effect during the term of this Agreement, policies of insurance written by a company or companies qualified to do business in the State of Georgia, providing insurance coverage for property loss of damage by fire and other casualty to the Stadiums and any and all alteration(s), modification(s) and improvement(s) made to the Stadiums, which policies shall each be in an amount equal and sufficient to cover the value of the Stadiums and any alterations, modifications and improvements. The parties agree that said insurance coverage shall be increased in an amount equal and sufficient to cover the value of said stadiums and additional alterations, modifications or improvements to the Stadiums.

b. All policies providing insurance coverage required to be maintained by this Agreement by BOE hereunder shall list Augusta, Georgia, the Augusta-Richmond County Commission, BOE and their officers, agents, members, representatives, employees and successors as named insureds, as their interests may appear, and shall be issued by an insurance carrier or carriers licensed to do business in the State of Georgia and reasonably acceptable to Augusta. All such policies shall provide that no act or omission of BOE or its agents, servants, or employees shall in any way invalidate any insurance coverage for the other named insureds. No insurance policy providing any insurance coverage required to be provided by BOE hereunder shall be cancelable without at least 15 days advance written notice to Augusta. All insurance policies required hereunder, or duplicate copies thereof, shall be provided to Augusta by BOE.

c. BOE shall be responsible for making all payments for premiums for insurance referenced in this section.

d. BOE shall also furnish builders risk insurance during the period of construction, as provided in Paragraph 1 hereof, which shall insure the contractor, BOE and Augusta, as their interests may appear.

e. The fire and extended coverage insurance (other than the builder's risk insurance) shall be in an amount not less than the construction costs incurred pursuant to Paragraph 1 hereof.

If the Stadiums and facilities shall be damaged or destroyed by fire or other casualty, the same shall be repaired or replaced utilizing the proceeds of the insurance coverage required to be maintained by BOE under the terms of this Agreement. In the event BOE and Augusta mutually determine that it is not feasible to repair or replace the Stadiums, Augusta shall have the right to terminate this Agreement.

Immunity:

Nothing herein shall be construed as requiring BOE to purchase general liability insurance, and the parties agree, should BOE purchase liability insurance, it is not waiving its sovereign immunity, or other immunity which it or its officials and employees may have, and nothing herein shall be construed as a waiver of such immunity.

6. Assignments. Neither party shall, without the prior written consent of the other, assign this Agreement or any interest or obligation thereunder, sublet the Stadiums or any part thereof or permit the use of the Stadiums by any other party. Any consent to one assignment or sublease shall not destroy or waive this provision, and all later assignments and subleases shall likewise be made only upon prior written consent of the other party as required herein. Subtenants or assignees of one party shall become liable directly to the other party for all obligations of the subletting or assigning party, without relieving the liability of the subletting or assigning party.

7. Default. It is understood between the parties hereto that in the event of default by either of the parties during the term of this Agreement, the other party shall have the right forthwith to give notice thereof to the party in default, same to be in writing, and if such condition of default is not removed and restored within ten (10) days after receipt of such notice, then the other party shall forthwith have the option of declaring this Agreement in default and proceeding to enforce their rights in accordance with the law.

a. Quiet Enjoyment, Ingress and Egress. Each party covenants and warrants to the other that, so long as all duties and obligations herein agreed to be performed by that other party are being so performed, that other party shall peaceably and quietly have, hold and occupy and use Stadiums during their period of primary use, or during a period of agreed—upon use.

9. Term: Termination.

This Agreement shall extend for a period of time not to exceed fifty (50) years unless earlier terminated as provided herein. The initial term of this agreement shall be twenty-five (25) years with the City having the right to extend the term for another term of twenty-five (25) years. This Contract shall be effective on October 1, 2006 for all purposes of this Agreement including the calculation of the twenty-five (25) year original and renewal terms. In the event this Agreement is terminated by BOE, BOE hereby agrees to purchase Augusta's interest in the Stadium property by paying to Augusta an amount equal to the fair market value of the interest of Augusta interest in the Stadium property which interest is equal to 25.2% of the Stadium property as of the effective date of termination by BOE. In the event this Agreement is terminated by Augusta, BOE shall have the option of purchasing Augusta's interest for an amount equal to 25.2% of the then fair market value of the Stadiums and the property on which it is located, or conveying to Augusta a reversionary interest consisting of a one half undivided interest in the Stadiums and the property on which it is located. The terms and conditions of this reversionary interest are that the Stadiums is to be used exclusively as an education and recreational facility as provided herein, Should such use be discontinued at any time following such termination, then such discontinuance of use shall result in Augusta's owning 25.2%, undivided interest in the said facilities and the property on which the same are located.

10. Miscellaneous.

a. Notices. All notices, demands, and requests which may or are required to be given by either party to the other shall be in writing and shall be deemed to have been properly given when sent postage pre—paid by registered or certified mail (with return receipt requested) addressed as follows:

If intended for BOE:

James F. Thompson, Superintendent
864 Broad Street
Augusta, Georgia 30901

If intended for Augusta:

Fred Russell, Administrator Augusta, GA
Eighth Floor, Municipal Bldg (11)
530 Greene Street
Augusta, Georgia 30911

and

Tom Beck, Director
Recreation and Parks Department
Post Office Box 5605

Augusta, Georgia 30916

Either party may change the address and name of addressee to which subsequent notices are to be sent by notice to the other given as aforesaid.

b. Covenants Bind and Benefit Successors and Assigns. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns; provided, however, that no one shall have any benefit or acquire any rights under this Agreement pursuant to any conveyance, transfer, or assignment in violation of any of its provisions.

c. Governing Law. This Agreement shall be governed by and construed according to the laws of the state of Georgia.

d. Entire Agreement. This Agreement contains the entire agreement of the parties, and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. No failure of either party to exercise any power given it hereunder, or to insist upon strict compliance by either party of any obligations hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

This Agreement has been executed by the County Board of Education of Richmond County, Georgia and Augusta, Georgia by an through their authorized officials this _____ day of _____, 2006.

COUNTY BOARD OF EDUCATION OF RICHMOND COUNTY, GEORGIA

By: _____
As Its _____

Attest: _____

AUGUSTA, GEORGIA

By: _____
David S. Copenhaver, Mayor

Attest: _____
Lena Bonner, Clerk of Commission

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**Engineering Services Committee Meeting
10/29/2007 1:30 PM
License Agreement - Laney Stadium Parking Lot - MCG**

Department: County Attorney

caption2: Motion to approve the License Agreement regarding use and care of the Laney Stadium Parking Lot by MCG.

Background: The Board of Education of Richmond County ("BOE"), currently owns and operates Laney Stadium which has a parking lot. Augusta, Georgia ("City"), is in the process of entering an intergovernmental agreement with the BOE regarding the use of Laney Stadium, its facilities, and the parking lot. The nearby Medical College of Georgia ("MCG"), is in need of additional parking spaces.

Analysis: The City, the BOE and MCG may enter into a License Agreement, allowing MCG to use the Laney Stadium parking at mutually agreeable times, with MCG providing maintenance of the parking lot.

Financial Impact: Neither the City nor the Board of Education would be responsible for the cost of repairs to the parking lot.

Alternatives: Either approve or deny the motion to enter into the License Agreement

Recommendation: Approve the motion to enter into the License Agreement.

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

Administrator.
Clerk of Commission

RECITALS:

As the Parking Lot, which contains 286 spaces was nearing completion, Licensee, due to its need for additional parking, requested the right to use said Parking Lot when it was not being used

by BOE or by AUGUSTA. BOE, with the consent of AUGUSTA, has agreed to enter into an agreement with Licensee, for part-time use of the Parking Lot and the 286 spaces.—As Licensee is anticipated to use the Parking Lot more often than BOE and AUGUSTA, and in consideration of the execution of this Agreement, Licensee shall maintain and make all necessary repairs to the Parking Lot in exchange for the right of the use of the Parking Lot under the terms and provisions hereinafter set out. Warranty items on the Parking Lot shall not be the responsibility of Licensee.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants hereinafter contained, the parties hereto agree as follows:

Section 1. TERMS OF LICENSE

License Defined:- Limited and revocable right to access, use, and/or occupy real property.

Section 1.1. BOE hereby grants to Licensee a license to use the Parking Lot more particularly described in Exhibit “A” attached hereto, together with any amenities relating to the Parking Lot and all other rights or easements appurtenant thereto, including all improvements now or hereafter located thereon.

Section 2. TERMS

Section 2.1 Initial Term and Payments. This agreement shall be for a term of one year commencing on _____. BOE and the Licensee have the right to terminate this agreement as provided herein. In lieu of making monthly or annual payments to BOE, Licensee shall maintain the Parking Lot, to include, but not limited to, regular maintenance, stripping, if needed, and the making of reasonable repairs (i.e. pot-holes, etc.), as hereafter set forth in more detail. The parties recognize that the lot is newly constructed and warranty work is the responsibility of the contractor and not of either BOE or Licensee.

Section 2.2 Right to Terminate. Notwithstanding anything herein to the contrary, this Agreement may be terminated by either party absolutely and without further obligation on any party by giving the other party hereto notice sixty (60) days prior to the close of each succeeding calendar year on the anniversary of the execution of this Agreement.

Section 3. OPERATION AND MAINTENANCE

Section 3.1 Rules and Regulations. The Intergovernmental Joint Use Agreement (Exhibit B) shall determine priority for use of the Parking Lot. When used by Licensee, the Parking Lot shall be used exclusively (unless written permission is obtained from BOE) for parking automobiles and other vehicles used by the employees and staff of Licensee at the times and upon the dates hereafter set forth. During the time, it has use of the Parking Lot, Licensee shall exercise direction and control of the Parking Lot and shall establish reasonable rules and regulations for the use thereof. Security shall be provided by Licensee as specified in this Agreement. All parking places not reasonably required for Licensee's use shall be made available to the BOE.

Section 4. Allocation of Spaces. The parties acknowledge that except for the spaces reasonably required and agreed to for the use by the employees, staff and invitees of Licensee during Licensee's normal hours of operation (Monday through Friday, 7:00 a.m. to 6:00 p.m., "Business Hours") the Parking Lot shall be operated for use by BOE and AUGUSTA in accordance with the Joint Use Agreement. The allocation and time for use of spaces for BOE, Licensee, and AUGUSTA shall be governed by the Joint Use Agreement. Subject to scheduled events appearing on the Annual Master Calendar, Licensee shall have the exclusive right to use the parking facility at the Laney Stadium complex from 7:00 a.m. until 6:00 p.m., Monday through Friday. In order to obtain use of the facilities in addition to the stated times, special events for Licensee, such as graduations,

must be placed on the Annual Master Schedule. In addition to the terms contained in the Joint Use Agreement, such special use shall be subject to the following conditions:

1. On the dates and times the stadium or other facilities in the complex will be in use by the schools or by the BOE or by the City of Augusta, Licensee will find alternative parking; or, as will most often be the case, agree that the Parking Lot will be empty at a prescribed time.
2. Security of the Parking Lot will be provided by Licensee at reasonable times and intervals, during its use.
3. Security concerns will be communicated and coordinated between the Public Safety Department of Licensee and the BOE.
4. Security will be coordinated to ensure the safety of students during peak hours.
5. If the use of the Parking Lot creates unreasonable congestion during the school day, the parties will communicate and coordinate the routes of ingress and egress to and from the Parking Lot, so as to minimize congestion. Additionally, shuttles will be available for Licensee's users.

Section 4.1 Maintenance. Excepting warranty work, Licensee shall maintain the Parking Lot in good, clean and sightly condition and repair, in such manner as will maintain the appearance of the parking areas in substantially the same condition as when the work was completed, normal wear and tear expected. Licensee shall promptly repair all holes or cracks in the concrete or paved surfaces, remove all papers, debris, and refuse, wash or thoroughly sweep all paved areas as required, remove surface water and obstructions, and maintain lighting fixtures as necessary. Licensee shall also re-stripe the parking areas and refurbish directional signs, curbs and other components from time to time as is generally done in similar parking facilities in the area.

Section 4.2 Income and Rentals. Licensee shall not rent parking spaces to the general public by any active or passive means.

Section 4.3. Insurance. Licensee maintains liability coverage arising from the acts of its officers, members, and employers through the Georgia Tort Claims Act, O.C.G.A. 50-21-20 et seq. and the self-insurance funds maintained pursuant to Georgia Law. The Georgia Tort Claims Act provides coverage for \$1,000,000 per person and \$3,000,00 per occurrence for claims covered by the Act. A copy of Licensee's insurance policy (Exhibit "B") is attached.

Section 4.4 Alterations. All modifications, alterations, improvements will become and remain a part of the Parking Lot except as otherwise set out in Exhibit B herein. Licensee may not, without BOE's prior written consent, make alterations or changes.

Section 4.5 Limitations. Licensee shall not have the right to transfer or assign its rights under this license without the prior consent of the BOE.

Section 4.6 Industry Standards. Licensee shall at all times during the license term cause the Parking Lot to be operated and maintained in accordance with industry standards for similar parking facilities.

Section 5. REPRESENTATIONS, COVENANTS AND WARRANTIES

Section 5.1 Representations, Covenants and Warranties of BOE. BOE represents, covenants and warrants that:

(A) BOE is a public corporation and body politic duly created and organized under the Constitution and laws of the State. Under the provisions of the Act, BOE is authorized to enter into the transactions contemplated by this Agreement and to carry out its obligations

hereunder and thereunder. BOE has been duly authorized to execute and deliver this Agreement.

(B) BOE has duly authorized the execution and delivery of this Agreement, and the taking of any and all such actions as may be required on its party to carry out, give effect to, and consummate the transactions contemplated by this Agreement, and no approval (other than approval from AUGUSTA) or other action by any other governmental authority or agency or other person is required in connection with the execution, delivery and performance of this Agreement by BOE except as shall have been obtained as of the date hereof.

(C) This Agreement has been duly executed and delivered by BOE and constitutes its legal, valid and binding obligation, enforceable against it, in accordance with its terms, except as enforcement thereof may be limited by bankruptcy, insolvency, or other laws affecting enforcement of creditor's rights and by the application of equitable principals if equitable remedies are sought.

(D) The authorization, execution, delivery and performance by BOE of this Agreement and its compliance with the provisions thereof do not violate BOE's charter, any ordinance or the laws or the Constitution of the State and do not constitute a breach of or default under, any existing law, court order, administrative regulation, or other legal decree, or any agreement, indenture, mortgage, lease, note or instrument to which it is a party or by which it is bound.

(E) There is no litigation or proceeding pending, or to the knowledge of BOE threatened, against BOE or, to the knowledge of BOE without independent investigation, any other person, having a material adverse effect on the right of BOE to execute this Agreement or to otherwise comply with BOE's obligations contained herein.

(F) Nothing in this agreement shall be construed to require BOE to operate the Parking Lot

other than as specified herein.

(G) BOE makes no representations as to the condition of the Parking Lot and the same is being licensed "where is, as is" except with the understanding and agreement that any warranty work is not the responsible of Licensee.

(H) This Agreement shall at all times have priority over all liens and encumbrances now existing or hereafter affecting the Parking Lot and except those liens that might arise as a result of the work or as a result of acts of the Licensee.

(I) As long as Licensee performs its obligations under this Lease Agreement, Licensee shall have peaceable and quiet enjoyment of the Parking Lot subject only to the conditions set out herein.

(J) BOE has no knowledge that any of the following representation is not true:

(1) The Parking Lot and its existing and prior uses comply and have at all times complied with all applicable federal, state, or local statutes, laws or regulations relating to environmental safety, and health matters, including, but not limited to, the Resource Conservation and Recovery Act, the Clean Air Act, the Clean Water Act, or other requirement relating to or imposing liability or standards of conduct concerning any petroleum product, by product, or faction thereof; natural or synthetic gas products; hazardous substance or material, hazardous waste, dangerous waste, substance, or material; pollutant, or contaminant (collectively "Environmental Law") BOE, and to the best knowledge of BOE, any previous owners and tenants of the property upon which the lot is constructed, are not in violation of and have not violated any Environmental Laws in connection with the ownership, use or maintenance of said properties. BOE, and to the best knowledge of BOE, any previous owners have not accrued and are not accruing any

liabilities pursuant to any Environmental Laws, including, the Comprehensive Environmental Response, Compensation and Liability Act, or any of "Superfund" or "Superlien" law.

(2) No toxic or hazardous waste, hazardous substance or hazardous materials has been released into the environment or deposited, discharged, placed or disposed of at, on, in, or adjacent to the Parking Lot. The Parking Lot has not been used at any time by any person as a landfill or waste disposal site.

(3) There are not monitoring wells, under ground storage tanks or above ground storage tanks in the Parking Lot.

(4) The Parking Lot is not currently subject to investigation for alleged federal, state, county or municipal environmental pollution, health, safety, fire or building code violations.

Section 5.2 Representations, Covenants, and Warranties of Licensee. Licensee

represents, covenants and warrants as follows:

(A) Licensee is a public body corporate organized under the Constitution of the State of Georgia, operated under the authority of the Board of Regents and has the power to enter into this Agreement and the authority to execute and deliver this Agreement and perform its obligations under this Agreement.

(B) Licensee has duly authorized this execution and delivery of this agreement, and the taking of any and all such actions as may be required on its part to carry out, give effect to, and consummate the transactions contemplated by this Agreement, and no approval or other action by any other governmental authority or agency or other person is required in connection with the execution, delivery and performance of this Agreement by Licensee except as shall have been obtained as of the date hereof.

(C) Licensee agrees that during the license term it will maintain its existence as a public body corporate, provided that Licensee may, without violating the agreement contained in this subsection, consolidate with or merge into another legal entity , or permit one or more legal entities to consolidate with or merge into it, if (i) the sovereign, resulting or transferee legal entity, as the case may be, shall be a public body corporate; and (ii) such entity shall assume in writing all of the obligations of Licensee under this Agreement.

(D) This Agreement has been duly executed and delivered by Licensee and constitutes its legal, valid and binding obligation, enforceable against it, in accordance with its terms, except as enforcement thereof may be limited by bankruptcy, insolvency, or other laws affecting enforcement of creditor's rights and by the application of equitable principals if equitable remedies are sought.

(E) The authorization, execution, delivery and performance by Licensee of this Agreement and its compliance with the provision thereof do not violate Licensee's charter, any ordinance or the laws or the Constitution of the State and do not constitute a breach of or default under, any existing law, court order, administrative regulation, or other legal decree, or any agreement, indenture, mortgage, lease, note or other instrument to which it is a party or by which it is bound.

(F) There is not litigation or proceeding pending, or to the knowledge of Licensee threatened, against Licensee or, to the knowledge of Licensee without independent investigation, any other person having a material adverse affect on the right of Licensee to execute this agreement or to otherwise comply with Licensee's obligations contained herein.

(G) Licensee has examined the Parking Lot and accepts the same in the condition in which is now is without representation, explicit, or implied from the BOE, except that warranty work is not the responsibility of Licensee.

Section 6. DEFAULT

Section 6.1. Licensee shall be in default if any of the following events ("Defaults") shall occur: (i), Licensee fails to perform any obligation under this Agreement and the failure continues for thirty days after Licensee's receipt of written notice from BOE, or for an unreasonable period of time thirty days is not sufficient time to repair, remedy or correct the obligation breached, (ii) Licensee abandons the Parking Lot (neither using parking spaces for its employees and staff or participating in the renting of spaces to the general public by any active or passive means of collecting rental fees) for a period of ninety days or more consecutive days.

Section 6.2 If Licensee shall fail to make payment or perform any act required to be made or performed under this Agreement, BOE, without waiving or releasing any obligation or default may (but shall be under not obligation to) at any time, and upon reasonable notice to Licensee, make the payment or perform the act for the account of and at the exposed of Licensee, and may enter upon the Parking Lot for that purpose and take all actions as may be necessary to correct Licensee's breach.

Section 7. MISCELLANEOUS

Section 7.1 Notices. Any notice, request, demand, approval or consent given or required to be given under this Agreement shall be in writing and shall be deemed to have been given or made or communicated when delivered by hand, when received (as evidenced by an official return receipt of the U.S. Postal Service), if mailed by certified or registered U.S. Mail, postal prepared, return receipt requested, or when delivered if sent by FedEx or other recognized courier delivery service addressed as follows:

BOE: County Board of Education of Richmond County, Georgia
864 Broad Street
Augusta, GA 30901

With Copy To: Leonard O. Fletcher, Jr., Board Attorney
429 Walker Street,
Augusta, GA 30901

LICENSEE: Medical College of Georgia (MCG)
1120 15th Street
Augusta, GA 30912

With Copy To: Dr. Michael Ash
Vice President for Administration
Medical College of Georgia
1120 15th Street
Augusta, GA 30912

Augusta: Administrator
Augusta Georgia
Suite 801
530 Greene Street
Augusta, Georgia 30901

With Copy To: County Attorney
Suite 104
701 Greene Street
Augusta, Georgia 30901

Section 7.2 Successors and Assigns. All terms of this Agreement shall be binding upon and insure to the benefit of the respective successor and assigns of the parties.

Section 7.3 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court or competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.

Section 7.4 Amendments or Modifications. This Agreement may not be effectively amended, changed, modified, altered or time rated without writing signed by both parties.

Section 7.5 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

Section 7.6 Brokers. The parties agree that no brokerage commission or similar compensation is due in connection with this transaction.

Section 7.7 Non-Waiver. No waiver of any condition or covenant of this Agreement by either party shall be deemed to imply or constitute a further waiver of the same or any other condition or covenant and nothing contained in this Agreement shall be construed to be a waiver on the part of BOE of any right or remedy in law or otherwise.

This ____ day of _____, 2007.

COUNTY BOARD OF EDUCATION OF
RICHMOND COUNTY, GEORGIA

BY: _____
As its President

ATTEST: _____
As its Secretary

{ADDITIONAL SIGNATURES ON FOLLOWING PAGE}

MEDICAL COLLEGE OF GEORGIA (MCG)

BY: _____
As its _____

ATTEST: _____
As its _____

{ADDITIONAL SIGNATURES ON FOLLOWING PAGE}

AUGUSTA, GEORGIA



BY: _____

As its _____

ATTEST: _____

As its _____

{ADDITIONAL SIGNATURES ON FOLLOWING PAGE}

BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA
ON BEHALF OF THE MEDICAL COLLEGE
OF GEORGIA.

LICENSEE

BY: _____
DANIEL W. RAHN, M.D.
As its President, Medical College of
Georgia



Engineering Services Committee Meeting

10/29/2007 1:30 PM

Roof Replacement for ARC Lumpkin Road Tag Office and Board of Elections Warehouse

Department: Board of Elections

caption2: Approve the award of the contract to replace the roof on the ARC Lumpkin Road Tag Office and Board of Elections Warehouse to the low bidder, I & E Specialties, with a base bid of \$48,235.00 to be funded from Capital Outlay.

Background: Roof is the original roof to the building, which was constructed in 1976. The existing roof leaks. Several attempts have been made to seal the roof, but leaks persist.

Analysis: Staff has reviewed the referenced and materials submitted by the recommended contractor on Bid Item #07-155. We have determined that the firm meets the qualifications and has complied with the terms of the RFB. The low bid will save substantially on the contract cost.

Financial Impact: The cost of the contract is \$48,235.00

Alternatives: Not approve the award and subject interior of building to further damage.

Recommendation: Approve the award of the contract to I & E Specialties with a base bid of \$48,235.00 to be funded from Capital Outlay.

Funds are Available in the Following Accounts: 272-01-4110-54.13120

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

Bid #07-155			
Roof Replacement for ARC Lumpkin Road Tag Office			
for Public Service - Facilities Maintenance			
Bid Opening Date: Friday, September 14, 2007 @ 11:00 a.m.			
Vendors:	A- Roof Replacement - Standing Seam	B) Roof Replacement - Coating System	Bid Bond
Murton Roofing of SC 2430 Morningside Dr. West Columbia, SC 29169	\$78,620.00	\$35,770.00	X
Bone Dryu Roofing PO Box 211106 Augusta, GA 30917	\$74,900.00		X
Skyline Construction 996 Milledgeville Rd. Eatonton, GA 31024	\$63,440.00		X
Balls Enterprises 721 Eve St. Augusta, GA	\$111,750.00		X
I&E Specialties Inc. 141 Rivershcase Way Lexington, SC 29072	\$48,235.00		X
Forbes Impound's 3906 Wrightsboro Rd. Augusta, GA 30909	Noncompliant		
All Pro Roofing Co. 3190 Skinner Mill Rd., Suite 1902 Augusta, GA	Noncompliant		
Southern Roofing 811 5h St. Augusta, GA 30906			



**Engineering Services Committee Meeting
10/29/2007 1:30 PM
Storage Warehouse Roof Replacement**

Department: Public Services Department

caption2: Approve contract with I&E Specialist, Inc. in the amount of \$36,700 to replace the storage warehouse roof located at 2316 Tobacco Road.

Background: The existing roof is beginning to show signs of serious deterioration. This facility is used to store materials and supplies that are used on a daily basis. It is essential that these supplies be protected from the elements.

Analysis: Six firms had an opportunity to bid on this project. Three did not bid and two were not in compliance.

Financial Impact: I&E Specialist Inc. was the lowest bidder at \$36,700.

Alternatives: None Recommended

Recommendation: Approve contract with I&E Specialist, Inc. in the amount of \$36,700 to replace the storage warehouse roof located at 2316 Tobacco Road.

Funds are Available in the Following Accounts: Funding for this project is available in SPLOST, Phase I GL 272-01-6215 JL 207-27-2008

REVIEWED AND APPROVED BY:

**Finance.
Administrator.**

Cover Memo

Item # 13

Clerk of Commission
