

**APPENDIX A**  
**JOB DESCRIPTIONS**

Version: January 1, 2019

## **JOB DESCRIPTION - GENERAL MANAGER**

The General Manager is in charge of, and responsible for, overseeing all operations of the combined water and wastewater utilities. Principal responsibilities include management of all planning, administration, customer service, engineering, construction, permitting, and operations for all utility responsibility areas in accordance with District policies. Additionally, the General Manager oversees the preparation and administration of the annual budget and is responsible for preparing and maintaining a capital improvement plan and budget. The General Manager reports directly to the five-member governing board for the District.

### **Responsibilities:**

1. Ensure that the Water Plant and the Wastewater Treatment Plant operate as efficiently as possible and under any rules and regulations of the US government , the State of Florida, the Suwannee River Water Management District, Levy County and the City of Cedar Key, as appropriate, including provisions of the Cedar Key Comprehensive Plan and the Levy County Comprehensive Plan.
2. Issue Water and Sewer Allocations as necessary.
3. Ensure that necessary testing is performed and submit appropriate reports and answer questions for Regulatory Agencies.
4. Ensure that maintenance is performed in buildings, grounds, equipment as necessary.
5. Respond to customer complaints or questions and see that work orders are fulfilled.
6. Hire, fire, supervise, discipline and evaluate all District personnel pursuant to procedures adopted by Resolution of the District Board.
7. Set up and maintain office systems, including computers, software, billing systems, and meter readers.
8. Prepare an annual budget for the District.
9. Prepare monthly reports to the District Board of Commissioners and present at regular monthly meetings of the Board.
10. Handle all administrative responsibilities associated with the effective implementation of the above requirements.
11. Any other duties assigned by the Board of Commissioners of the District.
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**Reporting and Salary:**

The General Manager reports to the Board of Commissioners and shall have a starting salary of \$50,000 - \$70,000 per year, depending on experience, education and qualifications. In the alternative, the General Manager may provide services to the District as an independent contractor at a rate negotiated with the District.

**Qualifications:**

The following are preferred, but the Board of Commissioners may find that alternative experience, education and/or training in other fields qualify a person to be General Manager:

- 5 years experience in water and wastewater treatment and/or utility management and a high school diploma.
- Must be a professional engineer with water and wastewater experience, and/or have a Class C Operator license for wastewater and water.

**Benefits:**

Benefits include paid vacation, sick leave, and holidays paid medical, dental and life insurance; and retirement plan.

## **JOB DESCRIPTION - PLANT SUPERINTENDENT**

The Plant Superintendent is responsible for the safe and efficient operation of the water plant and wastewater plants, the elevated water tank, pump stations, wells, water meters, water and sewer lines, maintenance of all land owned by the District, maintenance of equipment and trucks, and maintenance of the office building and grounds.

### **Responsibilities:**

1. Ensure that the Water Plant and the Wastewater Treatment Plant operate as efficiently as possible and under any rules and regulations of the US government , the State of Florida, the Suwannee River Water Management District, Levy County and the City of Cedar Key, as appropriate, including provisions of the Cedar Key Comprehensive Plan and the Levy County Comprehensive Plan.
2. Perform necessary testing.
3. Ensure that maintenance is performed in buildings, grounds, equipment as necessary.
4. Carry out work orders as are assigned by the General Manager or designee.
5. Supervise, discipline and evaluate all plant personnel.
6. Check the water and wastewater plants, and other facilities as required by DEP regulations or District policy.
7. Work with the General Manager to prepare an annual budget for the District system operations and maintenance.
8. Prepare monthly reports on the operation and maintenance of the water and wastewater facilities, including any problems relating to those facilities.
9. Handle all administrative responsibilities associated with the effective implementation of the above requirements.
10. Be available to be on-call for weekends and nights on a rotating basis as established by the General Manager.
11. Any other duties assigned by the General Manager.

**Reporting and Salary:**

The Plant Superintendent reports to the General Manager and shall have a starting salary of \$35,000 - \$40,000 per year, depending on experience, education and qualifications. Overtime work (in excess of 40 hours per week), and all work performed as a result of being on-call during nights and weekends, shall be compensated at 1.5 times the Plant Superintendent's hourly rate.

**Qualifications:**

At least 3 years experience in water and wastewater treatment, management experience preferred and a Class C Wastewater and Water Operator's license. High School diploma. Must have knowledge of equipment and building maintenance and repair. Must have valid CDL driver's license. Must be bondable.

**Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

## **JOB DESCRIPTION - ASSISTANT PLANT SUPERINTENDENT**

Assists the Plant Superintendent as directed on all work at the wastewater treatment plant, water plant, lift stations, pipes, meters and other facilities.

### **Responsibilities:**

1. Assist the Plant Superintendent in keeping Water Plant and Wastewater Plant operational.
2. Assist in checking the water and wastewater plants, and other facilities as required by DEP regulations or District policy.
3. Repair broken pipes and meters
4. Install water meters and perform meter readings.
5. Act in the Plant Superintendent's capacity when the Plant Superintendent is unavailable.
6. Be available to be on-call for weekends and nights on a rotating basis as established by the General Manager.
7. Any other duties as assigned by the Plant Superintendent.

### **Reporting and Salary:**

The Assistant Plant Superintendent reports to the Plant Superintendent and shall have a starting salary of \$30,000 - \$35,000 depending on experience, education and qualifications. Overtime work (in excess of 40 hours per week), and all work performed as a result of being on-call during nights and weekends, shall be compensated at 1.5 times the Assistant Plant Superintendent's hourly rate.

### **Qualifications:**

At least 1 year experience in water and wastewater treatment; plumbing or piping experience necessary. Must have Class C Wastewater and Water License. Must have knowledge of equipment and repair. Must have valid CDL driver's license. Must be bondable. Must have high school diploma.

### **Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

## **JOB DESCRIPTION - OPERATOR 2**

The Operator 2 is responsible for carrying out repairs, sampling, testing, maintenance, yard work, and other more routine functions, at the Wastewater Treatment Plant, the Water Plant, the office and other District properties such as the well sites, water tower sites, lift stations, etc.

### **Responsibilities:**

1. Assist with maintenance of wastewater and water plants and equipment.
2. Perform mowing and other yard work as directed by the Plant Superintendent.
3. Perform meter readings and check pump stations as directed.
4. Perform sampling and other testing functions.
5. Perform plant operation tasks as assigned by the Plant Superintendent.
6. Be available to work weekends as part of the regular work week, and nights and weekends on an on-call basis.
7. Execute work orders as directed by the Plant Superintendent or the Plant Superintendent's designee.
8. Any other duties as assigned by the Superintendent or the Superintendent's designee..

### **Reporting and Salary:**

The Operator 2 reports to the Plant Superintendent and shall have a starting salary of \$25,000 - \$30,000 per year depending on experience, education and qualifications.

### **Qualifications:**

Familiarity with plumbing and equipment maintenance and repair. Class C Wastewater and Water Operator's License required. Must have high school diploma or equivalent. Must be bondable and be willing to obtain a CDL driver's license within 1 year of employment.

### **Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

## **JOB DESCRIPTION - OPERATOR 1**

The Operator 1 is responsible for carrying out repairs, sampling, testing, maintenance, and yard work, and other more routine functions, at the Wastewater Treatment Plant, the Water Plant, the office and other District properties such as the well sites, water tower sites, lift stations, etc.

### **Responsibilities:**

1. Assist with maintenance of wastewater and water plants and equipment.
2. Perform mowing and other yard work as directed by the Plant Superintendent.
3. Perform meter readings and check pump stations as directed.
4. Perform sampling and other testing functions.
5. Perform plant operation tasks as assigned by the Plant Superintendent.
6. Be available to work weekends as part of the regular work week, and nights and weekends on an on-call basis.
7. Execute work orders as directed by the Plant Superintendent or the Plant Superintendent's designee.
8. Any other duties as assigned by the Superintendent or the Superintendent's designee.

### **Reporting and Salary:**

The Operator 1 reports to the Plant Superintendent and shall have a starting salary of \$20,000 - \$25,000 per year depending on experience, education and qualifications.

### **Qualifications:**

Familiarity with plumbing and equipment maintenance and repair. Class C Wastewater or Water Operator's License required. Must have high school diploma or equivalent. Must be bondable and be willing to obtain a CDL driver's license within 1 year of employment.

### **Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

## **JOB DESCRIPTION - TECHNICIAN**

The Technician is responsible for carrying out repairs, maintenance and yard work at the Wastewater Treatment Plant, the Water Plant, the office and other District properties such as the well sites, water tower sites, lift stations, etc.

### **Responsibilities:**

1. Assist with maintenance of wastewater and water plants and equipment.
2. Perform mowing and other yard work as directed by the Plant Superintendent.
3. Perform meter readings and check pump stations as directed.
4. Drive the sludge truck and properly dispose of sludge at designated sites.
5. Perform plant operation tasks as assigned by the Plant Superintendent.
6. Be available to work weekends as part of the regular work week, and nights and weekends on an on-call basis.
7. Execute work orders as directed by the Plant Superintendent or the Plant Superintendent's designee.
8. Any other duties as assigned by the Superintendent or the Superintendent's designee.

### **Reporting and Salary:**

The Technician reports to the Plant Superintendent and shall have a starting salary of \$15,000 - \$21,000 per year depending on experience, education and qualifications. Overtime work (in excess of 40 hours per week), and all work performed as a result of being on-call during nights and weekends, shall be compensated at 1.5 times the Technician I's hourly rate.

### **Qualifications:**

Familiarity with plumbing and equipment maintenance and repair. Must have high school diploma or equivalent. Must be bondable and be willing to obtain a CDL driver's license within 1 year of employment.

### **Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

## **JOB DESCRIPTION - ADMINISTRATIVE SECRETARY**

The Administrative Secretary is responsible for office management, performing the payroll, keeping track of bank accounts and records, any required legal reporting, setting up meetings as required, preparing legal advertising and preparing the budget. Responsibilities further include dealing with customer complaints and questions, taking applications for service, generating bills for service, overseeing the expenditures for the office, and supervision of the Billing Clerk.

### **Responsibilities:**

1. Manage the office including keeping track of bank accounts and records, performing bookkeeping functions, preparing vouchers, performing all Payroll functions, including Quarterly Reports, preparing annual budgets and collecting delinquent accounts.
2. Setting up Board meetings as required, including proper legal advertising and maintenance of proper minutes.
3. Attend all Board meetings and prepare minutes summarizing discussions occurring at said meetings.
4. Maintenance of correspondence, personnel and other files of the District.
5. Be familiar with and have working knowledge of billing system.
6. Collect, account for, and refund all security and other deposits paid to and held by the District.
7. Generating reports of vacation and sick leave status of all employees and provide a copy of each such report to the Board of Commissioners on a monthly basis.
8. In conjunction with the Clerk of the City of Cedar Key, oversee elections and proper legal advertising associated with the elections.
9. Assist customers with complaints and provide information; generate work orders and ensure that proper statements are issued and receipts are entered and accounted for including bank deposits.
10. Supervise and evaluate the Billing Clerk.
11. Assist the General Manager and Plant Superintendent with ordering of office supplies or any typing or other office work needed by the General Manager or Plant Superintendent.
12. Any other duties as assigned by the General Manager.

**Reporting and Salary:**

The Secretary reports to the Board of commissioners. The position is salaried and shall have a starting salary of \$25,000 - \$30,000 per year depending on experience, education and qualifications. This salary is based upon on a 40-hour work week. Overtime work (in excess of 40 hours per week) shall be compensated at 1.5 times the Administrative Secretary's hourly rate.

**Qualifications:**

At least 3 years experience with some management experience required. Knowledge of bookkeeping and payroll including computerized bookkeeping. Must be proficient with word processing and bookkeeping software. Must be bondable. High school diploma, required.

**Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

**JOB DESCRIPTION - BILLING CLERK**

The Billing Clerk acts as receptionist and billing clerk for the District's office and maintains customer accounts, accepting and listing payments, generates work orders, deals with customers and others and keeps messages when necessary for employees and Board members. The Billing Clerk shall also provide secretarial assistance to the General Manager.

**Responsibilities:**

1. Assist with office work including answering the telephone, assisting customers, maintaining customer accounts and typing.
2. Perform the monthly billing cycle including entering meter readings, generating monthly statements and reports and handling customer payments.
3. Handle past due reminders and accept other charges such as meter deposits and capital facility fees.
4. Perform word processing and other secretarial and administrative duties as directed by the General Manager.
5. Any other similar duties as directed by the General Manager.

**Reporting and Salary:**

The Billing Clerk reports to the General Manager and shall have a starting salary of \$20,000 - \$25,000 per year, depending on experience, education and qualifications. This salary is based on a 40-hour work week. Overtime work (in excess of 40 hours per week) shall be compensated at 1.5 times the Billing Clerk's hourly rate.

**Qualifications:**

Familiarity with office procedures. Must be good with customers. Must be familiar with computerized billing systems and word processing and spreadsheet software. High school diploma required. Must be bondable.

**Benefits:**

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.