

September 7, 2010

The Mayor and Council of the City of Calera met on September 7, 2010 at 7:00 p.m. at Calera City Hall with the following present:

Mayor: Jon G. Graham

Council Members: Ernest Montgomery, Mike Roberson, David Bradshaw, Chris Bunn, Ed Gentry, Bobby Joe Phillips

Department Heads: Janet Greathouse, Library Director
Mike Wood, Building Official
Mike Kent, Zoning Official
Sean Kendrick, Fire Chief
Roy Hadaway, Finance Director
David Jones, Public Works Director
Sean Lemley, Police Chief
Doug Smedley, Sewer Operations Director
Chris Pappas, City Engineer

Guests: Rebecca and Randy Krueger, Michael Bush, Jewel Cates Henderson, Jeff Bice, Chris Senn, Danny Wilson, Rusty and Wanda Ezekiel

Mayor Graham called the meeting to order. Council Member Montgomery made a motion to approve the following minutes:

Regular Meeting – August 16, 2010
Work Session – August 16, 2010
Work Session – August 26, 2010

Council Member Bradshaw seconded said motion which was carried unanimously.

REPORTS OF DEPARTMENT HEADS:

Chris Pappas, City Engineer requested approval for continuing education in the amount of \$249.00.

Council Member Bunn made a motion to approve the education request. Council Member Gentry seconded said motion which was carried unanimously.

Roy Hadaway, Finance Director presented budget amendments for the current budget and the proposed budget for the 2010 / 2011 fiscal year.

Council Member Bradshaw made a motion to approve the budget amendments for the current budget year. Council Member Bunn seconded said motion which was carried unanimously.

The following changes were made to the proposed budget for the 2010 / 2011 fiscal year.

1. Donations in the amount of \$2,500.00 will be given to Calera Elementary School, Calera Middle School and Calera High School.
2. The donation to Clastran will be removed.

Council Member Roberson made a motion to adopt the proposed budget with the above listed changes. Council Member Gentry seconded said motion which was carried unanimously.

Connie Payton, City Clerk requested education approval for Mindy Collum to attend Revenue School.

Council Member Roberson made a motion to approve the education request. Council Member Montgomery seconded said motion which was carried unanimously.

Sean Lemley, Police Chief requested approval to purchase equipment in the amount of \$2,000.00.

Council Member Gentry made a motion to approve the purchase for the police department. Council Member Bunn seconded said motion which was carried unanimously.

COUNCIL MEMBER REPORTS:

Council Member Bradshaw requested an update from the Mayor or Chris Pappas, City Engineer on the Highway 31 Paving Project. Mayor Graham reported once the paving began it should take up to 3 nights to complete.

Council Member Bunn wanted to confirm with Chris Pappas, City Engineer if Shelby Springs Subdivision roads were private roads or city streets. Mr. Pappas advised that they were private roads.

Council Member Gentry expressed his thanks to Sean Lemley, Police Chief for the great job being performed by his officers.

Mayor Graham introduced the following Ordinance:

ORDINANCE NO. 2010-13

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA:

(1) **WHEREAS**, the Code of Ordinances of the City of Calera, Alabama is hereby:

**To repeal the following:
Ordinance 2005-50
Passed on September 19, 2005:**

Sec. 4-14. Power released before certificate of occupancies are issued.

- (a) (Certificate of occupancy.) It shall be unlawful for any builder to allow anyone to move into any dwelling before receiving a certificate of occupancy from the City of Calera. To receive power before the certificate of occupancy is issued; the builder must deposit a check for the amount of \$3,000.00 per lot that power is being released. The check will be deposited in the city account; and will be refunded to the builder within 15 working days after the certificate of occupancy has been issued. There will be an administrative fee of \$15.00

withheld per deposit paid on each lot. Review board for appeal shall be the city council.

- (b) Violation. Violation of this section shall result in a fine for the first violation in the amount of \$500.00 per lot. The second violation shall result in the loss of the builder's city license for a period of one year.

Council Member Bradshaw moved that unanimous consent of the Council be given for the immediate action upon said Ordinance. Council Member Roberson seconded said motion and upon vote the results were:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

The Mayor declared said motion carried and unanimous consent given.

Council Member Bunn moved that Ordinance No. 2010-13 be adopted, which motion was seconded by Council Member Gentry and upon vote the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Adopted this 7th day of September, 2010.

Mayor Graham declared Ordinance No. 2010-13 adopted.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Ordinance:

ORDINANCE NO. 2010-12

AN ORDINANCE PROVIDING FOR PROSECUTION OF REPEATED VIOLATIONS OF NUISANCE PROVISIONS

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA AS FOLLOWS:

Section 1. That Section 8-101(a) of the Code of Calera, Alabama, is amended by deleting it in its entirety and by substituting the following therefor:

“(a) In case the owner, agent, occupant or lessee shall fail, neglect or refuse to comply with the notice to abate the nuisance, the city building official may proceed to prosecute said person for a violation of the provisions of this chapter or other applicable ordinance. In case the owner, agent, occupant or lessee does comply with the notice to abate any nuisance declared under sections 8-95, 8-96, or 8-97 of this chapter but then repeats said offense within six (6) months of the original notice to abate, the city building official may proceed to prosecute said person for

such repeat violation of the provisions of this chapter or other applicable ordinance without the necessity of giving a new notice to abate.”

Section 2. All Ordinances or parts of Ordinances contrary to the provisions of this Ordinance are hereby specifically repealed.

Section 3. The provisions of this Ordinance are severable, and if any part of this Ordinance is declared invalid or unconstitutional, that declaration shall not affect the remainder of this Ordinance, which shall remain in full force and effect.

Section 4. This Ordinance shall become effective upon its passage and publication or posting as required by law.

Council Member Gentry moved that unanimous consent of the Council be given for the immediate action upon said Ordinance. Council Member Bradshaw seconded said motion and upon vote the results were:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

The Mayor declared said motion carried and unanimous consent given.

Council Member Bunn moved that Ordinance No. 2010-12 be adopted, which motion was seconded by Council Member Roberson and upon vote the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Adopted this 7th day of September, 2010.

Mayor Graham declared Ordinance No. 2010-12 adopted.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Ordinance:

ORDINANCE NO. 2010-11

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA:

- (1) **WHEREAS**, the Code of Ordinances of the City of Calera, Alabama is hereby amending the Supplemental Building Regulations:

To delete the following:

(d) Permanent power will not be released until the building final and the drainage final have been completed and a CO has been issued.

(y) Retaining walls over four inches in height must be approved and inspected by the city engineer.

And replace with the following:

(d) Permanent power will not be released until the building final and Landscaping Final have been completed and a CO has been issued. Under certain circumstances power can be released provided the builder submits to the city a certified check in the amount equal to 150% of the estimated cost of completion. If builder fails to complete the project in the time given by the building official, the check will be deposited and the city will have the work completed.

(y) Retaining walls over four foot in height must be approved and inspected by the city engineer.

Council Member Bradshaw moved that unanimous consent of the Council be given for the immediate action upon said Ordinance. Council Member Bunn seconded said motion and upon vote the results were:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

The Mayor declared said motion carried and unanimous consent given.

Council Member Gentry moved that Ordinance No. 2010-11 be adopted, which motion was seconded by Council Member Montgomery and upon vote the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Adopted this 7th day of September, 2010.

Mayor Graham declared Ordinance No. 2010-11 adopted.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2010-21

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA AS FOLLOWS:

WHEREAS, the Employees Sick Leave Bank Policy is hereby amended to read as follows:

**CITY OF CALERA
SICK LEAVE BANK**

A. PURPOSE

The City of Calera Sick Leave Bank (SLB) is established to provide a loan of leave days for its participating members after their accumulated sick and vacation leave have been exhausted. It is also the purpose of the SLB to allow access to the catastrophic sick leave provisions as established by law to any full-time city employee who earns sick leave and who wished to participate. *Catastrophic illness shall be defined as any illness, injury, or pregnancy or medical condition related to childbirth, certified by a license physician which causes the employee to be absent from work for an extended period of time.

B. THE SICK LEAVE BANK (SLB) COMMITTEE

1. **Composition.** The SLB Committee shall consist of five members. Four of these members shall be members of the SLB and are to be elected by the participating members of the SLB. *Each department from the City of Calera will be represented on the SLB committee. A person from the public works/sewer, police department, fire department and city hall (City hall consists of the general administration, planning and zoning, library, engineering and inspections department) shall be represented on the SLB. The remaining member shall be appointed by the Mayor and Council.*
 2. **Terms of Office.** Members of the SLB Committee will serve a term of one year, not to exceed five consecutive years. The terms of office shall begin on *November* 1 and expire on *October* 30.
 3. **Administration and Policies.** The SLB Committee is charged with administration, operation, and the establishment of policies of the SLB. The Committee shall also take any other actions deemed necessary for the effective and efficient operation of the CLB consistent with these guidelines.
 4. **Guidelines.** The SLB Committee shall be responsible for developing the guidelines which shall govern the operations of the SLB and catastrophic leave policies. The Guidelines and amendments shall be approved by a secret ballot vote of the participating members of the SLB.
5. **Duties of the SLB Committee:**
- a. **Officers.** The SLB Committee will elect a chairperson from among its members at the beginning of each year. Other officers may be elected as the Committee shall determined.
 - b. **Meetings.** Meetings of the SLB Committee shall be scheduled on a regular basis as determined by the Committee. Additionally, meetings may be called by the Chairperson or by any two members of the SLB Committee.

- c. **Decisions and Votes.** Decisions affecting the SLB and Catastrophic leave are to be made exclusively by the SLB Committee by a majority recorded vote.
- d. **Forms.** The SLB Committee is charged with the responsibility of developing and distributing the necessary forms so that all eligible full-time employees will have reasonable access to the forms and membership. All forms developed by the SLB Committee shall be available from the SLB Chairperson and the City Clerk's office. The following forms are to be made accessible:
 - 1. Application to Join Sick Leave Bank
 - 2. Application for Loan from Sick Leave Bank
 - 3. Catastrophic Illness or Injury Qualification Request
 - 4. Notice of Resignation from the Sick Leave Bank
 - 5. Catastrophic Sick Leave Transfer Authorization
- e. **Loans from the SLB.** All applications for loans from the SLB are subject to review on a regular basis by the SLB Committee.
- f. **Abuses.** The Committee shall investigate any alleged abuse of the SLB and, on a finding of wrongdoing; the violator shall repay all of the sick leave credits drawn from the SLB and be subject appropriate disciplinary action by the City of Calera Mayor and Council.

C. **ELIGIBILITY AND PARTICIPATION**

- 1. **Participation.** Participation in the SLB shall be voluntary; however, any member wishing to withdraw from membership in the SLB may do so only in December of each calendar year, no later than December 31.
- 2. **Donor and Beneficiary: Membership Required.** Both the employee and the beneficiary employee must be members of the SLB. ***Members that have resigned or have been terminated may not donate any time to the SLB or to any member of the bank for any reason.***
- 3. **Eligibility and Membership.** Any full-time employee of the City of Calera who earns sick leave is eligible to join the SLB. Any eligible full-time employee who has completed a SLB authorization form contributing or committing the designated number of days to the SLB shall be a member.
- 4. **Requisite Number of Days.** To be a member of the SLB, the full-time employee must contribute two sick leave days to the SLB. Those new and current full-time employees who do not have the necessary two days to contribute to the SLB for membership shall be credited with the days in order to join the SLB.
- 5. **Enrollment Period.** The contribution of leave days into the SLB must take place during a definite enrollment period which shall be during the month of December.
- 6. **Maximum Borrowable Days.** No employee shall be allowed to borrow or

owe a number of days which is in excess of 15 days more than the employee has on deposit in the SLB unless a majority of the participating members of the SLB vote to extend the limit.

7. **Exhaustion of All Leave.** To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave, *holiday leave, comp time* and vacation leave in his or her personal account.
8. **Deposited Days Counted Toward Maximum Accumulation.** Days which a contributing employee has placed in the SLB are to be counted toward the cumulative total maximum sick leave days allowed.
9. **Recording and Reports.** The City of Calera payroll department shall maintain records of all contributions to and withdrawals from the SLB, and the status of the SLB. Reports shall be provided on a timely basis at the request of the SLB Committee.
10. **Application for Loan.** In cases where the member has become incapacitated, his or her designated agent may apply to the SLB Committee on the member's behalf, except as provided in the catastrophic leave provisions of the guidelines. All requests for SLB loans must be in whole-day increments.
11. **Retroactivity.** At the discretion of the SLB Committee, and upon the request of the applicant, loans may be granted retroactively to the first day of the absence.
12. **Physician's Statement.** The SLB Committee shall require a statement from the appropriate physician certifying that the member has an illness or disability or is acting as a caregiver as defined on the catastrophic leave form as prerequisite for awarding a loan. This form shall be made available to the physician for his statement.
13. **Repayment of Loaned Days.** Bank grants may be carried over from year to year. Members of the SLB who borrow from the SLB shall be required to repay the SLB as he or she accrues days monthly. An individual cannot leave employment without repaying any outstanding debt of leave days to the SLB, except as provided by the catastrophic provisions of these guidelines. If the member has no sick leave days remaining, then his/her final check shall be garnished at the prevailing rate of pay for the number of days owed to the SLB. Such monies collected from former members of the SLB by the administration shall be used to replace the number of days borrowed from the SLB. If a member of the SLB has days borrowed and is on sick leave and cannot return to work due to a permanent disability, the employee of his or her designation may request a donation of days under the catastrophic sick leave provisions of law and these guidelines; in such case, the donated days shall be used to repay the SLB and the beneficiary employee's last paycheck shall not be garnished. *Other accumulated personal days can be used to repay the SLB.*
14. **Retirement.** Any member who is retiring may withdraw his or her donated days from the SLB for retirement credit.
15. **Use of Days.** Days may be borrowed from the SLB for the member's own sickness, pregnancy, or medical condition relation to childbirth, and/or to

attend covered family and other circumstances.

16. **Resignation.** Resignation from the SLB must be made by submitting the official form to the SLB Committee according to the stipulated timeline. If a member resigns from the SLB, any days which the member has on deposit shall be reaccredited to the employee's personal sick leave account.
17. **Disagreements and Appeals.** Any individual who disagrees with the initial decision of the SLB Committee may appeal the decision in writing for reconsideration to the SLB Committee. The Committee shall put the issue to a vote of the full membership of the SLB. The decision of the SLB membership shall be final and binding on all parties.
18. **Leave of Absence.** Employees on an approved leave of absence may not utilize the benefits of the SLB.
19. **Exhaustion of Days.** After an employee has used all personal leave and has borrowed the maximum amount from the sick bank, but is still unable to return to work, under the catastrophic leave plan donations from other members may occur. *If all days are not used prior to returning to work then all leftover borrowed hours are returned to the SLB*
20. **Catastrophic Sick Leave.** Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness as defined by this section. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Section 16-1-18.1 Code of Alabama 1975, as amended. Before a recipient employee may use sick leave days for a catastrophic illness, the recipient employee shall have first exhausted all sick and personal leave. Donated days shall become available for use by the particular employee who shall not be required to repay the days. *Any employee who donated sick leave days to the sick leave bank for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor, unless the recipient does not use all the donated days.* If a particular employee does not require all of the days donated to the credit of the employee, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the sick leave bank committee. No employee may donate more than 30 sick leave days, exclusive of the provisions of subsection ©, to the sick leave bank for the catastrophic sick leave of any one employee. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days. If the employee, *who received the donated days, does not use all the days then all leftover donated hours are returned to the donating employee (s). If there is more than (1) one donating employee, then the hours shall be broken up into even amounts and returned to all donating employees equally based upon a ratio of hours donated, with no donating employee receiving back more hours than they donated, and with odd amounts that cannot be divided into whole hours being donated to the SLB. With permission from the employee that donated the days the surplus days can be used to pay back the days owed to the bank.*

Council Member Bunn moved that unanimous consent of the Council be given for

immediate action upon Resolution No. R-2010-21. Council Member Gentry seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Thereupon, the Mayor declared said motion carried and unanimous consent given for the consideration of said Resolution.

Council Member Roberson moved that Resolution No. R-2010-21 be adopted. Council Member Gentry seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Mayor Roy declared Resolution No. R-2010-21 adopted.

Adopted this 7th day of September, 2010.

Connie B. Payton, City Clerk

Jon G. Graham, Mayor

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2010-22

Be it resolved by the Mayor and Council of the City of Calera, Alabama as follows;

WHEREAS, the Calera City Council hereby amends the “Pay Grade Classification Plan” by adding the following job description:

SEWER DEPARTMENT
WASTEWATER OPERATOR III / LEAD – ELECTRICAL MAINTENANCE
PAY GRADE 8A

**CITY OF CALERA
JOB DESCRIPTION**

Job Title: Wastewater Operator III/Lead-Electrical-Maintenance

Department: Sewer Operations

Job Description Prepared: July 2010

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Plant Manager, Director of Sewer Operations

Subordinate Staff: Wastewater Operator I, Wastewater Operator II, Wastewater Operator III, Wastewater Operator III Lead-Man

Internal Contacts: All City Departments

External Contacts: ADEM, EPA, General Public, Suppliers

JOB SUMMARY

Under the direction of the Plant Manager and Department Head, the employee is responsible for the operation and maintenance of a wastewater treatment plant. Ensures equipment and processes are operating effectively, maintains maintenance records, and troubleshoots and repairs electrical devices related to wastewater treatment and conveyance. Performs preventative maintenance. May assist other public works divisions.

JOB DOMAINS

A. Electrical Maintenance

1. Completes work orders assigned through the Department Head and Plant manager.
2. Ensures the proper operation and maintenance of both wastewater treatment plants.
3. Ensures the proper operation of the collection system lift-stations electrical components.
4. Performs preventative maintenance of all departmental electrical equipment.
5. Performs troubleshooting and repairs of electrical problems experienced within the department.
6. Participates in planning and makes suggestions regarding future plans for electrical/electronics in regards to the department.
7. Participate in planning and implementing an Electrical maintenance policy for the department.
8. Supervises Operator I, II, and III in performance of their jobs when assigned to him as helpers.
9. Teaches all assigned helpers the knowledge they need to better perform their own jobs as related top electrical maintenance.
10. Participates in planning and implementing any other assigned task related to his knowledge and skills assigned to him for other City Departments.
11. Helps in troubleshooting, repairs, and maintenance of other City Departments when assigned by the Department Head, Plant Manager, or Mayor.

B. Plant Maintenance

1. Supervises Operator I through II and III in their daily job duties, assigning duties as needed to ensure the proper operation of the treatment plant.
2. Ensures the proper maintenance of the plant logbooks.
3. Ensures that the operators reads the charts, and records daily flows on proper record sheets.
4. Ensures the performance of the daily inspection of all plant equipment.
5. Performs the repairs and upkeep of all pumps and blowers.
5. Performs the maintenance of all aeration equipment; ensures the air diffusers are operating, replacing and/or repairing as needed.
6. Performs the preventative maintenance on aeration equipment.
7. Performs all preventative maintenance on blowers, changes oil, air filters, and inspects belts.
8. Performs preventative maintenance checks on waste sludge pumps, including checks operating amperage, belt tension and wear, grease and oil levels.
9. Ensures all drive belts are operational. Changes drive belts as required.
10. Assigns and ensures the performance of weekly amperage readings on raw sewage pumps.
11. Ensures the repairs of pumps as needed, or may contact repair facility.
12. Maintains maintenance records, completes check off sheet and documents completion of required maintenance.
13. Drains, cleans, and refills chlorine contact basin/UV Channel weekly, or more often as required.
14. Cleans manual/automatic screens/rack daily, or more often as necessary to maintain the proper flow through the manual/automatic screens/rack.
15. Makes changes of process control to ensure proper operation of the plant, based upon careful consideration of the lab results provided, with the permission of the Wastewater Operator IV and/or Superintendent.
16. Cleans and maintains drying beds, using a shovel and/or rake.

17. Must be able to operate a backhoe or loader. Ensures the proper maintenance of the backhoe or loader.
18. Ensures the maintenance of the grounds of both plants, operating riding mowers, push mowers, and weed eaters as necessary. Supervises the work of Operators I through II in grounds maintenance.
19. Properly prepares and applies chemicals used in grounds maintenance. Supervises Operators I through II in the proper usage and application of weed killers and fertilizers.
20. Ensures that operators I through II are able to properly apply chemicals involved in plant operations, such as alum, chlorine, and sulfur dioxide. Makes certain that all chemicals are used properly and within the required safety parameters by all departmental employees.
21. Operates the centrifuge when necessary/assigned.
22. Ensures the proper maintenance of the centrifuge.
23. Disposes of the waste sludge from the centrifuge/drying beds by hauling it to the landfill or other site designated by the operator IV or Superintendent.
24. Ensures the proper operation and maintenance of the Effluent filters.

C. Laboratory Testing

1. Ensures all testing as required for each plant for the NPDES Permit.
2. Ensures all testing by the correct method established within the current Standard Methods manual.
3. Test methods to be performed include but are not limited to TSS, CBOB, pH, DO, NH₃-N, TKN, N+N, TP, Temperature, F-C, MLSS, MLVSS, and any others required by ADEM, EPA, or the City.
4. Ensures the laboratory and all equipment in proper operational condition, keeping all glassware clean and ready for use.
5. Maintains a proper supply of chemicals for use the testing procedures. Orders new chemicals when necessary through the supervisor/superintendent.
6. Ensures all equipment needed for testing procedures calibrated to proper ranges and scales. Keeps records of all such calibrations.
7. Researches and implements new testing procedures as required to analyze for new parameters or to determine new methods for established parameters.
8. Keep detailed and accurate records to determine proper operational ranges of all equipment and procedures.
9. Uses Lab results to prepare forms for the Discharge Monitoring Reports for the ADEM and EPA as required monthly.
10. Teaches all operators I through II all testing procedures so they may perform the same tests.
11. Performs performance evaluations on all testing methods to ensure accuracy.
12. Interprets laboratory data to recommend operation changes to the supervisor/superintendent.

D. Records/Reports

1. Maintains daily operational records and inspection records.
2. Maintains all correspondence files; writes/types all correspondence required in performance of the job. Maintains files of all correspondence.

KNOWLEDGE, SKILLS, AND ABILITIES
 (*Can be acquired on the job)

1. Considerable knowledge and skills of electrical and electronic components used

- within the field of wastewater treatment and conveyance.
2. Considerable knowledge of equipment, methods, and techniques commonly used in operation of public wastewater treatment systems.
 3. Knowledge of general administrative procedures related to public services at the municipal government level.
 4. Considerable knowledge of the equipment, methods, and techniques commonly used in the performance of laboratory testing for a wastewater treatment plant.
 5. Knowledge of the operation and maintenance of wastewater plant and system equipment.
 6. Ability to maintain a satisfactory working relationship with subordinates and the public.
 7. Ability to supervise the work of assigned subordinates.
 8. Considerable knowledge of the hazards and required safety precautions of the work of the department.
 9. Considerable knowledge of the hazards and required safety precautions of the laboratory equipment and chemicals.
 10. Considerable knowledge of the operation and use of SCADA systems.
 11. Ability to coordinate and communicate with other departments and the state and federal regulatory officials.
 12. Ability to keep detailed and accurate records.
 13. Ability to interpret blue prints and technical diagrams.
 14. Ability to prepare reports.
 15. Computer skills to add detailed lab results to the program. Ability to use the computer to generate reports, graphs, and charts.
 16. Ability to learn electrical and electronic controls to troubleshoot problems.
 17. Considerable knowledge of the State and Federal laws and regulations related to wastewater treatment and other division operations.
 18. The ability to keep abreast of regulations concerning the occupational safety and health standards, hazardous waste management, water quality compliance and federal, state, and city policies regarding wastewater treatment.

Other Characteristics

1. Possess a high school diploma or GED.
2. Ability to work non-standard hours and overtime as required.
3. Possess a valid Alabama Commercial Drivers license.
4. Ability to remain on-call 24/7.
5. A Wastewater Treatment Plant Operator III Certification.
6. A Journeyman's Electricians License
7. At least 2 years experience in operation and maintenance of wastewater treatment plants grade 3 or higher.

Approvals

Name	Title	Date

Name	Title	Date

Council Member Gentry moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2010-22.

Council Member Phillips seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Thereupon, the Mayor declared said motion carried and unanimous consent given for the consideration of said Resolution.

Council Member Phillips moved that Resolution No. R-2010-22 be adopted. Council Member Gentry seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

Mayor Graham declared Resolution No. R-2010-22 adopted.

Adopted this 7th day of September, 2010.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

Jon Graham, Mayor presented the following policy for approval.

Application for Residential Gas Customers
To be exempt from the Gas Minimum Charge
for the Months of May thru September

For Calendar Year

I do hereby affirm that I should be allowed to have my gas turned off for the summer months (May thru September) for the following reasons:

_____ I / We are / am 65 years of age or older and are totally dependent on social security. I have enclosed current verification from the Social Security Administration or a copy of the Tax Return for the previous year.

_____ I / We are / am are disabled and totally dependent on social security disability. (No one in the household is employed). I / We received no interest, dividends, retirement, etc. I have enclosed current verification from the Social Security Administration.

Date: _____

Name: _____

Address: _____

Account: _____

Signature: _____

If you fail to comply with the above you will be ineligible for exemption. The information must include you and / or your spouse or anyone living at this same address.

All applications will be presented to the Mayor and Council for review and approval.

This application will not be accepted without proper verification attached.

Each individual that is approved will pay a \$10.00 reconnect fee in October of each year and begin paying the monthly fee as billed.

A new form will be required yearly.

Forms will be accepted during the months of April thru August only.

Council Member Montgomery made a motion to adopt the above listed policy for the gas department. Council Member Gentry seconded said motion which was carried unanimously.

GUESTS:

Michael Bush was present to request approval from the Mayor and Council to put a restroom in his detached garage located at 104 McMahon Highlands, Calera, Alabama.

Council Member Roberson made a motion to approve Mr. Bush's request. Council Member Gentry seconded said motion which was carried unanimously.

Tommie Wilson was not present to address the Mayor and Council.

Council Member Phillips made a motion to adjourn the meeting at 7:35 p.m.

Approved this 20th day of September, 2010.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk