

October 15, 2013

The Water Works Board of the City of Calera met on October 15, 2013 at 5:00 p.m. at Calera City Hall with the following present:

Chairman: Jon G. Graham
Members: Preston Nail, Harold Cole
Absent: Chris Bunn, Joe Dorris
Public Works Director: David Jones
Finance Director: Roy Hadaway
Engineer: Chris Pappas

Chairman Graham called the meeting to order. Preston Nail made a motion to approve the following minutes:

Regular Meeting – September 17, 2013

Harold Cole seconded said motion which was carried unanimously.

PUBLIC WORKS DIRECTOR REPORT:

David Jones, Public Works Director reported Andre Whitt resigned and Jonathan Vinson was able to fill the vacancy.

Chairman Graham introduced the following Resolution:

RESOLUTION NO. WATER BOARD R-2013-21

Be it resolved by the Chairman and Board Members of the Calera Water Board as follows;

WHEREAS, the Calera Water Board hereby amends the “Pay Grade Classification Plan” by amending the following job description:

**City of Calera
JOB DESCRIPTION**

Job Title: Heavy Equipment Operator II

Department: Public Works – Water Distribution

Grade: 6B

Job Description Prepared: October 2013

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: Superintendent

Subordinate Staff: Laborers; Heavy Equipment Operators; Truck Drivers
Other Internal Contacts: Public Works Employees; All City Departments

External Contacts: General Public; Utility Contractors; Suppliers; Vendors

Job Summary

Under the direction of the superintendent, the employee will be assigned to utility line construction and maintenance job sites. The employee operates heavy equipment at work sites, and performs other duties and labor. Supervises the work of employees at job sites.

Job Domains

A. Equipment Operation

1. Transports equipment to work sites as needed.
2. Safely loads and unloads construction equipment to work sites; verifies secure tie-down of equipment on trailer.
3. Operates all equipment precisely and accurately.
4. Operates bulldozer to push dirt, stock pile gravel, backfill, restore, and grade work sites after line installation.
5. May perform preventative maintenance on equipment; may change oil.
6. Maintains maintenance records for equipment.
7. Operates front-end loader and track loader to load trucks with gravel, dirt, and rocks.
8. Operates ditch witch to open and back fill utility line ditches.
9. Operates boring machine to extend lines under highways.

10. Operates excavator and track loader to dig fill dirt, stumps, etc., and load dump trucks.
11. Operates backhoe to dig up utilities lines.
12. Drives dump trucks.

B. Utility Maintenance

1. May spot for equipment operator digging around utility lines.
2. May weld casing pipe.
3. May operate torch to cut metal.
4. Performs general labor as assigned to make water repairs.
5. Operates cut-off saw.
6. Operates gofer to bore conduit holes under roads.
7. May perform preventive maintenance on division equipment.
8. Service Pump and Motors at wells and Booster Stations.

C. Supervision

1. Assists in training division employees.
2. Supervises the work of employees at the job site.
3. Verifies accurate completion of work to specifications.

D. Miscellaneous

1. Performs minor repairs on equipment; lubricates, checks fluids, and changes fluids.
2. Operates jackhammer to drill rock for blasting, break up asphalt and concrete.
3. May use pipe horn to locate lines.
4. May pull water samples as needed.
5. Performs other duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and departmental policies, procedures and guidelines.
2. *Knowledge of City streets and locations.
3. Skills in defensive and safe driving.
4. Ability to communicate clearly with other employees and supervisor in person, over the phone, and by two way or cellular radio.
5. Manual dexterity and strength to operate levers and knobs.
6. Ability to read and understand road maps and work orders.
7. Ability to write legibly to complete hard-copy forms.
8. Visual acuity to drive equipment safely.
9. Ability to skillfully and precisely operate medium and heavy construction equipment.

10. Ability to supervise subordinate employees on the work site.
11. Physical dexterity to walk, climbs, and maneuvers over rough ground.
12. Strength to lift and carry items and equipment weighing over 50 pounds.
13. Ability to work for extended periods of time in extreme weather conditions.
14. Ability to wear and use safety equipment.

Minimum Qualifications

1. Possess a high school diploma or equivalent.
2. Posses at least four years' experience operating heavy equipment.
3. Posses at least two years' experience using heavy equipment to work on utility lines is preferred.
4. Possession of a current and valid CDL-Class A.
5. Ability to work non-standard and extended hours.
6. Ability to be on-call and assist with emergencies as required.
7. Ability to obtain certifications as necessary.
8. Possess a Grade II Water Certification.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work require some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Harold Cole moved that unanimous consent of the Water Board be given for immediate action upon Resolution Water Board No. R-2013-21. Preston Nail seconded said motion and upon vote, the results were as follows:

AYES: Graham, Bunn, Cole, Nail

NAYS: None

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

Harold Cole moved that Resolution Water Board No. R-2013-21 be adopted. Preston Nail seconded said motion and upon vote, the results were as follows:

AYES: Graham, Bunn, Cole, Nail

NAYS: None

Chairman Graham declared Resolution Water Board No. R-2013-21 adopted.

Adopted this 5th day of October, 2013.

Jon G. Graham, Chairman

ATTEST:

Connie B. Payton, City Clerk

REPORTS OF WATER BOARD MEMBERS:

No reports given

ENGINEER REPORT:

No report given

FINANCE DIRECTOR REPORT:

Roy Hadaway, Finance Director presented the following report for discussion: (Document Attached)

Budget vs. Actual Report as of September 30, 2013
Balance Sheet as of September 30, 2013

Roy Hadaway, Finance Director requested approval to refinance the current Radio Read Meter Loan scheduled to pay out 2019 with Central State Bank. The loan would refinance with a Fixed Rate of 2.95% and with a five year pay off date.

Preston Nail made a motion to give Mr. Hadaway and Chairman Graham the authority to refinance the loan with Central State Bank. Harold Cole seconded said motion which carried unanimously.

CHAIRMAN REPORT:

Chairman Graham presented the Leak Adjustments for approval. (See Attached list)

Harold Cole made a motion to approve the leak adjustments as requested. Preston Nail seconded said motion which was carried unanimously.

Chairman Graham requested all future leak adjustment request have supporting documents with their application.

There being no further business, Preston Nail made a motion to adjourn at 5:49 p.m.

Approved this 19th day of November, 2013.

Jon G. Graham, Chairman

ATTEST:

Connie B. Payton, City Clerk