

November 19, 2013

The Water Works Board of the City of Calera met on November 19, 2013 at 5:00 p.m. at Calera City Hall with the following present:

Chairman: Jon G. Graham
Members: Preston Nail, Harold Cole, 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 – October 15, 2013

Harold Cole seconded said motion which was carried unanimously.

PUBLIC WORKS DIRECTOR REPORT:

David Jones, Public Works Director discussed the following project list with the Chairman and Board Members:

1. County Road 144 Estimate for materials only is \$64,000
2. Highway 31 and Highway 147
3. County Road 202
4. County Road 724 and County Road 902

Mr. Jones requested approval to move forward with replacing the water lines on the four listed projects in the order listed.

Preston Nail made a motion to approve moving forward with the four projects. Chris Bunn seconded said motion which was carried unanimously.

Mr. Jones reported the Southern Hills project is complete and came in under budget.

Chairman Graham introduced the following Resolution:

RESOLUTION NO. WATER BOARD R-2013-22

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: Maintenance Worker

Department: Public Works – Water Distribution

Job Description Prepared: November 2013 Grade: 4B

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: Water Superintendent

Subordinate Staff: None

Other Internal Contacts: Other Department Divisions

External Contacts: None

Job Summary

Under the direction of a supervisor, the employee assists equipment operators at work sites with main and service line repairs, replacement and installation. Performs general labor, assists with lifting and placement of heavy components, etc. May complete some basic work orders such as installing and replacing of meter sets and repairing of fire hydrants. Performs other duties as assigned.

Job Domains

A. Service Line Repair

1. Assists equipment operator, spots in ditch during excavations.
2. Uses shovel to dig out service line.
3. Locates valves and turns off water.

4. Cuts out and pulls out old plastic or copper tubing. .
5. Runs and attaches new service line.
6. Turns water on, backfills and completes work order.
7. Operates Equipment

B. Main Line Repair

1. Locates valves and shuts off water supply; may shut down well as needed.
2. Ensures all utility lines have been located.
3. Spots other utility lines for equipment operator during excavation.
4. May install repair clamp for small leaks, or digs up and cuts out old section or length of pipe, assists to secure pipe joints.
5. Manually completes backfilling as needed.
6. Turns valves back on, and checks to ensure line is properly repaired.
7. Assists to replace valves; hands tools, assists with lifting and positioning of valve.
8. Inspects construction projects.

C. Fire Plug Repairs

1. Replaces faulty parts and opens valve.

D. Meter Setting and Repairs

1. Installs new meter sets; locates stub out and attaches to curb stop; completes work order, enters number and date.
2. Changes out broken meters, and meter sets as needed.

E. Well Maintenance

1. Sweeps building, changes out light bulbs, assists to change out chlorine tanks.
2. Cuts grass and weeds around wells.
3. Paints doors and pipes as needed.

F. Line Locations and Line Installations

1. Assists to locate lines, holds box.
2. Assists to attach service lines, puts pipe together.
3. Installs taps.
4. Backs line with cement or other reinforcements.
5. Hooks up valves.
6. Hooks up fire hydrants.
7. Assists equipment operator to backfill area.

8. Runs errands, picks up supplies and materials and transports to job site as needed.
9. Dresses up area, levels, and rakes, lays sod, plants seed, throws hay, replaces fences, pours concrete to restore driveways, replaces asphalt and replaces flowers, etc.
10. Controls traffic at work sites.
11. Makes punches under roads, sets and operates punch machine, hooks up service line, pulls cooper through, makes tap on main, sets meters and hooks meter to service line.

G. Water Sampling

1. Assists water operator to take samples; checks for chlorine content.
2. Takes torch and cleanses faucet prior to sampling.

Knowledge, Skills and Abilities
(* Can be acquired on the job)

1. Ability to communicate with other employees, supervisor, and general public in person, over the phone, and by two-way radio.
2. Ability to read road maps, blueprints and notices.
3. Ability to complete forms.
4. Math skill to add, subtracts, multiply and divides.
5. Physical dexterity to climb and maneuver over rough ground.
6. Ability to work outdoors for extended periods of time in hot and cold weather.
7. High School Diploma or GED

Other Characteristics

1. Previous construction related experience preferred, however any combination of education and experience which provides the qualifications listed above will be considered.
2. Possess a valid Alabama driver's license.
3. Ability to be on call for emergencies.

Approvals

Name	Title	Date
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Name	Title	Date
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Chris Bunn moved that unanimous consent of the Water Board be given for immediate action upon Resolution Water Board No. R-2013-22. Preston Nail seconded said motion and upon vote, the results were as follows:

AYES: Graham, Bunn, Cole, Nail, Dorris

NAYS: None

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

Preston Nail moved that Resolution Water Board No. R-2013-22 be adopted. Harold Cole seconded said motion and upon vote, the results were as follows:

AYES: Graham, Bunn, Cole, Nail, Dorris

NAYS: None

Chairman Graham declared Resolution Water Board No. R-2013-22 adopted.

Adopted this 19th day of November, 2013.

Jon G. Graham, Chairman

ATTEST:

Connie B. Payton, City Clerk

David Jones, Public Works Director requested approval to purchase a vehicle for the Water Department. The vehicle requested was listed as a capital budget request with a \$40,000.00 budget.

Chris Bunn made a motion to approve the capital budget request for the vehicle. Harold Cole seconded said motion which was carried unanimously.

REPORTS OF WATER BOARD MEMBERS:

Joe Dorris, Board Member stated he is feeling better and happy to be attending the Board Meetings again.

ENGINEER REPORT:

Chris Pappas, Engineer reported he has completed his training for the new software. Mr. Pappas advised the new model of the water system is now under construction.

FINANCE DIRECTOR REPORT:

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

Budget vs. Actual Report as of October 31, 2013
Balance Sheet as of October 31, 2013

CHAIRMAN REPORT:

No report given

There being no further business, Preston Nail made a motion to adjourn at 5:58 p.m.

Approved this 17th day of December, 2013.

Jon G. Graham, Chairman

ATTEST:

Connie B. Payton, City Clerk