

AGENDA

Special Called Meeting

HENDERSON WATER & SEWER COMMISSION

(270) 826-2421

July 19, 2018

Thursday @ 8:00 a.m.

A. ROLL CALL

B. BUSINESS

- Resolution No. 2018-20 (Revised) Recommending Changes to Director Positions

C. ADJOURN

**HENDERSON WATER AND SEWER COMMISSION
RESOLUTION OF THE BOARD OF COMMISSIONERS**

Resolution No. 2018 – 20 (Revised)

The following Resolution was duly adopted by the Board of Commissioners of the Henderson Water & Sewer Commission at a special called meeting held on Thursday, 19 July 2018, at which meeting a quorum was present.

BE IT RESOLVED, that the Henderson Water and Sewer Commission by and through its Board of Commissioners under the authority granted under Chapter 23 Article II Division 3 Sections 23-36 through 23-41.1 of the City Code of Ordinances hereby adopts a revision to the Schedule of Budgeted positions that:

- 1) Eliminates the **Director of Field Operations** position;
- 2) Creates a new **Director of Operations** position, which will be a contractual, non-Civil-Service position; and
- 3) Creates a new **Treatment Manager** position to oversee HWU’s four water & wastewater treatment plant operations. This position will be subject to Civil Service rules, and will be classified at Grade 35; and
- 4) The current position of **HWU Utility System Superintendent** will be upgraded to Grade 35 to reflect increased duties and to be on a par with other middle-management positions; and
- 5) The existing **Director of Plant Operations** position will remain on the roster but will not be filled.

The total number of positions in the **HWU Schedule of Budgeted Positions** will increase by one, but the current number of actual employees in all classifications as of the adoption of the HWU Budget for the 2018-2019 Fiscal Year will remain the same.

This Resolution replaces Resolution 2018 – 20, adopted on Monday, 16 July 2018.

A copy of the revised Schedule of Budgeted Positions is attached as Exhibit “A”, and it is incorporated herein by reference.

The new Schedule of Budgeted positions will become effective upon final approval by the City Commission and required publication.

IN WITNESS WHEREOF, having come before the Board of Commissioners on Thursday, 19 July 2018, and upon Motion made by Commissioner _____, and seconded by Commissioner _____, the Board of Commissioners voted as follows:

	<u>AYE</u>	<u>NAY</u>
Commissioner, R. Paul Bird, Jr.	_____	_____
Commissioner, George Jones, III	_____	_____
Commissioner, John Henderson	_____	_____
Commissioner, Gary Jennings	_____	_____
Commissioner, Julie Wischer	_____	_____

Tom Williams, P.E.
HWU General Manager

Location / Department	Full Time Positions Job Classification	Budgeted Positions	
		FY	FY
		18-19	18-19 As revised
NWTP 01-811	Treatment Plant Operator Chief	1	1
	Water Treatment Operator, II	5	5
	Water Treatment Operator, I	2	2
	Water Quality Specialist	2	2
	Total	10	10
NWWTP 01-836	Treatment Plant Operator Chief	1	1
	Wastewater Treatment Operator, II	4	4
	Wastewater Treatment Operator, I	3	3
	Water Quality Specialist	1	1
	Total	9	9
PRE-TREAT 01-837	Environmental Compliance & Pretreatment Coordinator	1	1
	Total	1	1
SWTP 02-811	Treatment Plant Operator Chief	1	1
	Water Treatment Operator, II	5	5
	Water Treatment Operator, I	2	2
	Total	8	8
SWWTP 02-836	Treatment Plant Operator Chief	1	1
	Wastewater Treatment Operator, II	3	3
	Wastewater Treatment Operator, I	4	4
	Total	8	8
HWU ADMIN 03-803	HWU General Manager - Contract Employee	1	1
	HWU Chief Financial Officer - Contract Employee	1	1
	HWU Purchasing Manager	1	1
	Information Technology Manager	1	1
	Administrative Assistant	1	1
	Secretary, Senior	1	1
	Total	6	6
SOC: ADMIN & ENG 04-861	Director of Field Operations - Contract Employee	1	0
	Director of Plant Operations - Will not be Filled	1	1
	Director of Operations - Contract Employee	0	1
	HWU Chief Engineer	1	1
	Treatment Manager	0	1
	Projects & Compliance Manager	0	0
	Project Engineer - Contract Employee	1	1
	HWU Automation Manager	1	1
	HWU Utility System Superintendent	1	1
	Distribution System Operator	1	1
	GIS Manager	1	1
	GIS Analyst	1	1
	Purchasing Aide	1	1
	Receiving/Inventory Clerk	1	1
	Administrative Assistant	1	1
	Secretary, Senior (SOC)	1	1
	Secretary	1	1
Total	14	15	

Location / Department	Full Time Positions Job Classification	Budgeted Positions	
		FY 18-19	FY 18-19 As revised
		SOC: DIST - COLLECT- MAINT 04-862	
Utility System Crew Leader		5	5
Utility System Worker I		9	9
Utility System Worker II		5	5
Utility System Worker III		6	6
Utility System Specialist - Camera Truck Lead		1	1
Utility System Specialist		1	1
HWU Maintenance Supervisor		1	1
HWU Maintenance Technician Sr		1	1
HWU Maintenance Technician I		3	3
HWU Maintenance Technician II		9	9
Utility Locator/Geospatial Technician		1	1
Total		42	42
SOC: AUTOMATION 04-863			
HWU Automation Specialist		2	2
Total		2	2
SOC: SUPPORT 04-864			
Vehicle Mechanic		1	1
Total		1	1
TOTAL NUMBER OF BUDGETED FULL TIME EMPLOYEES		101	102
Part Time & Seasonal Positions			
NWTP 01-811 NWWTP 01-836 SWTP 02-811 SWWTP 02-836 SOC 04-861 SOC 04-862			
HWU Seasonal Positions		1	1
HWU Seasonal Positions		1	1
HWU Seasonal Positions		1	1
HWU Seasonal Positions		1	1
Treatment/Engineering Interns - Seasonal		2	2
HWU Seasonal Positions		4	4
TOTAL BUDGETED PT & SEASONAL EMPLOYEES		10	10
HWU Admin 03-803 Commissioners			
HWU Commissioner		5	5
TOTAL BUDGETED W&S COMMISSIONERS		5	5
TOTAL NUMBER OF BUDGETED HWU EMPLOYEES		116	117

Note: While there are 14 positions total in the Water Treatment Operator I and II classifications, there will never be more than 10 of those positions filled.

While there are 14 positions total in the Wastewater Treatment Operator I and II classifications, there will never be more than 8 of those positions filled.

While there are 13 positions total in the Maintenance Technician I and II, and Sr. classifications, there will never be more than 10 of those positions filled.

While there are a total of 20 positions in the Utility Worker I, II & III classifications, there will never be more than 17 of those positions filled.