

RESOLUTION NO. 2016 - \_\_\_\_\_

**RESOLUTION REGARDING AN UPDATED POSITION DESCRIPTION AND  
COMPENSATION PLAN FOR THE CITY OF BRYANT**

**WHEREAS**, The City Council of the City of Bryant desires to adopt the updated position description and compensation plan for said position;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:**

**Section 1.** The City Council of the City of Bryant hereby adopts the attached position description for Wastewater Utility Worker

**Section 2.** The salary range of the Wastewater Utility Worker shall be as follows, depending on experience:

Minimum	Midpoint	Maximum
\$22,040.90	\$27,551.13	\$33,061.36

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED:**

\_\_\_\_\_  
Jill Dabbs, Mayor

**ATTEST:**

Approved as to Form:

\_\_\_\_\_  
Sue Ashcraft, City Clerk

\_\_\_\_\_  
Richard Chris Madison, Staff Attorney

**City of Bryant  
Wastewater Utility Worker  
Job Description**

**Job Code:** 8000  
**Exempt:** No  
**Department:** Water/ Wastewater  
**Reports To:** Superintendent - Asst. Supt. - Chief Plant Operator - Pumps & Control Operator  
**Location:** Water/Wastewater Department  
**Date Prepared:** October 20, 2008  
**Date Revised:** May 29, 2013

**GENERAL DESCRIPTION OF POSITION**

Works in a variety of conditions, indoors and outdoors, in various types of weather to maintain the city water system. Other duties may be assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs operations of equipment such as jackhammers, chop saws, bush hogging equipment.
2. Assists in repairing broken wastewater lines, and replacing worn and damaged parts of the wastewater system.
3. Assists in repairing breaks in water.
4. Performs checks on all pump stations, and assists maintenance of pump stations.
5. Use of basic and specialized hand tools.
6. May act as temporary relief for other departments as needed.
7. Performs daily logs and reports as assigned.
8. Regular and punctual attendance.
9. Ability to interact with team members.
10. Ability to work overtime.
11. Assists in connecting water and sewer lines to mains.
12. Perform any other related duties as required or assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

#### **COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

#### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas driver's license or valid drivers license recognized by the state of Arkansas.  
Grade I Wastewater License.

#### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Grade 1 Wastewater license.

#### **SOFTWARE SKILLS REQUIRED**

Not indicated.

#### **INITIATIVE AND INGENUITY**

##### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

##### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

##### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

#### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

#### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments: Not indicated.

#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

#### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

##### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

##### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

##### **PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

##### **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

##### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; and frequently required to stand, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to walk, sit, climb or balance, taste or smell. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.