



MEETING AGENDA



District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, October 4, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Create Water & Sewer Collection System Manager job classification	Kimberly Michael Ron Smith	2-6
2. Create Water & Sewer Meter System Manager job classification	Kimberly Michael Ron Smith	7-10
3. Create Water & Sewer Distribution System Manager job classification	Kimberly Michael Ron Smith	11-14
4. Create Water & Sewer Operations Coordinator job classification	Kimberly Michael Ron Smith	15-19
5. Upgrade Chief Information Security Officer job classification	Jason Foster	20-24
ADJOURN		

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 3109
Grade: 28
FLSA: Exempt**

WATER & SEWER COLLECTION SYSTEM MANAGER

SUMMARY

The purpose of this classification is to oversee daily operation and maintenance of wastewater collection system. This will include performing field, technical, managerial and administrative work functions associated with quality assurance/quality control (QA/QC), scheduling of wastewater collection system work, investigation of sanitary sewer system overflows (SSOs), and EPA/ADEM reporting. Duties will include assisting the Water & Sewer Department Linear Assets Division in managing linear asset projects and field operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Ensures supervisors and staff are aware of and follow all City safety policies and procedures. Ensures supervisors and staff have the proper personal protective equipment necessary to mitigate job hazards. Consults with Safety Director to ensure proper safety training is provided to supervisors and staff.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals

Coordinates daily work activities; plans, organizes, prioritizes, and assigns work; provides daily work plans to work crews; develops employee work schedules to provide adequate coverage; monitors status of work activities and performs inspections follow up on work activities, monitors status of work in progress and inspects completed work.

Consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Oversees coordinates and/or participates in the implementation of CMOM, FOG, gravity line cleaning and assessment and ROW maintenance programs.

Implements and oversees CMOM, FOG, gravity line cleaning and assessment and ROW maintenance program field operations.

May utilize SCREAM and/or CMMS analytical data to schedule work and evaluate cost for different repair methods.

Prepares and/or receives forms, work orders, or documentation; completes, processes, and/or forwards as appropriate; maintains accurate records; insures all activities are properly documented by all crews and data is entered into Lucy; develops production reports to determine staff and resource efficiencies; uses GIS and Lucy to identify in data collected on wastewater assets.

Coordinates clearing of easements and right of ways; obtains easements when needed. Reviews technical manuals. Responds to call outs.

Oversees Inflow and Infiltration Reduction Program.

Demonstrates ability to set up and use equipment related to linear asset repair such as pipe laser and construction levels and/or mobile programmer.

Manages and coordinates activities related to ROW spray contracts and root control contracts.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service.

Performs all duties assigned by the Water & Sewer Department Linear Assets Division when assigned in absence of Director; follows standard operating procedures for the City's Sanitary Sewer Overflow Response Plan (SORP).

Prepares and/or completes correspondence, forms, reports or other documents to meet any state or federal reporting requirements; forwards and maintains.

Performs all duties that relate to the SORP, FOG, gravity line cleaning and assessment and ROW maintenance Programs.

Meets goals and performance measures set forth by Water & Sewer Department Linear Assets Division.

Develops SOPs for routine tasks.

Assists in oversight of wastewater collection rehabilitation, renewal and assessment projects.

Must have working knowledge of Lucity maintenance management software or equivalent software and data analysis.

Consults with supervisors, regulatory agency personnel, the OCA, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Must be computer literate; must be able to use basic office software packages; must be able to utilize software to construct, modify and maintain spreadsheets (MS Excel); must be able to produce and modify documents in word processing software (MS Word); should be able to use asset management software application (Lucity) and geographical information systems software application (ArcMap).

Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.

Ability to coordinate assignments with other sections, departments or agencies.

Ability to plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost.

Oversees and supervises a group of work crew engaged in maintenance and repair assignments.

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crews and workers; obtains equipment, tools, and materials required for the project.

Prepares, maintains, and inspects daily logs, reports, and records on maintenance and repair activities; submits reports as appropriate; maintains file system of departmental records; prepares and/or receives forms, reports, work orders, maps, charts, diagrams, or documentation; completes, processes, and/or forwards.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and make corrections; utilizes word processing, spreadsheet, database, geographical information system, email, and other programs.

Prepares budget recommendations; maintains inventory and related files, requests and/or orders needed materials.

Consult with supervisors, public officials, contractors, engineers, and other agency officials to review departmental operations, discuss problems, collaborate on collection system and/or lift station plans and specifications, coordinate activities, provide technical expertise, and give/receive advice/direction.

Consults with sales representatives; contacts outside repair services; solicits bids for machinery repair or replacement; submits purchase orders; prepares purchase requisitions.

Prepares personnel forms/reports and maintains records and documentation for reference.

Oversees preventative maintenance tasks; ensures trucks, equipment, and tools are cleaned and serviced regularly; performs maintenance work on facilities and equipment; makes sure that grounds keeping tasks such as planting, cutting, removing, and maintaining grass, trees, debris, and flowers as required for sewer lift stations and/or collection system, maintenance activities are completed.

Responsible for QA/QC of sewer collection system work orders and assessment data.

Generates maps and measures new and existing sanitary sewer mains and manholes via computer for the work order process and for sanitary sewer right-of-way spraying and clearing and for root intrusion contracts.

Responsible for overseeing work schedule for sewer collection system crews.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in construction management or related field preferred; four years progressively responsible experience in civil engineering, sanitary sewer collection system operation/maintenance, utility construction, project management, and/or supervision; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery, heavy equipment, office equipment, machinery and tools (manhole bar, drill, shovel). Physical demand requirements are at levels of those for heavy work and lifting.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, invoices, budget documents, technical manuals, procedural manuals, or reference materials.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write job-related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, utilize high school level algebra and geometry, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles.

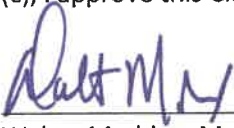
MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

9-18-22

Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 2300
Grade: 28
FLSA: Exempt**

WATER & SEWER METER SYSTEM MANAGER

SUMMARY

The purpose of this classification is to oversee daily operation and maintenance of water and sewer meter system. This will include performing field, technical, managerial and administrative work functions associated with quality assurance/quality control (QA/QC), scheduling of water and sewer meter system work, investigation of meter system customer complaints, and meter and backflow testing activities. Duties will include assisting the Water & Sewer Department Linear Assets Division in managing linear asset projects and field operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Ensures supervisors and staff are aware of and follow all City safety policies and procedures. Ensures supervisors and staff have the proper personal protective equipment necessary to mitigate job hazards. Consults with Safety Director to ensure proper safety training is provided to supervisors and staff.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals

Coordinates daily work activities; plans, organizes, prioritizes, and assigns work; provides daily work plans to work crews; develops employee work schedules to provide adequate coverage; monitors status of work activities and performs inspections follow up on work activities, monitors status of work in progress and inspects completed work.

Consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Oversees coordinates and/or participates in the implementation of AMI Metering Meter Reading, Meter Maintenance and Meter Replacement Programs.

Implements and oversees AMI Metering, meter reading, meter maintenance and meter replacement field operations.

May utilize CMMS and/or AMI analytical data to schedule work and evaluate cost for different repair methods.

Prepares and/or receives forms, work orders, or documentation; completes, processes, and/or forwards as appropriate; maintains accurate records; insures all activities are properly documented by all crews and data is entered into Lucity; develops production reports to determine staff and resource efficiencies; uses GIS and Lucity to identify in data collected on meter assets.

Reviews technical manuals.

Responds to call outs.

Oversees AMI Metering Initiative Program.

Demonstrates ability to set up and use equipment related to linear asset maintenance such as handheld reading devices, GPS and/or mobile programmer.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service.

Performs all duties assigned by the Water & Sewer Department Linear Assets Division when assigned in absence of Director; follows standard operating procedures for the City's water and sewer metering system.

Prepares and/or completes correspondence, forms, reports or other documents to meet any state or federal reporting requirements; forwards and maintains.

Performs all duties that relate to the AMI, meter reading, meter maintenance and meter replacement Programs.

Meets goals and performance measures set forth by Water & Sewer Linear Assets Division.

Develops SOPs for routine tasks.

Assists in oversight of water and sewer metering rehabilitation, renewal and assessment projects.

Must have working knowledge of Lucity maintenance management software or equivalent software and data analysis.

Consults with supervisors, regulatory agency personnel, the OCA, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Must be computer literate; must be able to use basic office software packages; must be able to utilize software to construct, modify and maintain spreadsheets (MS Excel); must be able to produce and modify documents in word processing software (MS Word); should be able to use asset management software application (Lucity), geographical information systems software application (ArcMap) and billing software packages (MUNIS).

Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.

Ability to coordinate assignments with other sections, departments or agencies.

Ability to plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost.

Oversees and supervises a group of work crew engaged in maintenance and repair assignments.

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crews and workers; obtains equipment, tools, and materials required for the project.

Prepares, maintains, and inspects daily logs, reports, and records on maintenance and repair activities; submits reports as appropriate; maintains file system of departmental records; prepares and/or receives forms, reports, work orders, maps, charts, diagrams, or documentation; completes, processes, and/or forwards.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and make corrections; utilizes word processing, spreadsheet, database, geographical information system, email, and other programs.

Prepares budget recommendations; maintains inventory and related files, requests and/or orders needed materials.

Consult with supervisors, public officials, contractors, engineers, and other agency officials to review departmental operations, discuss problems, collaborate on collection system and/or lift station plans and specifications, coordinate activities, provide technical expertise, and give/receive advice/direction.

Consults with sales representatives; contacts outside repair services; solicits bids for machinery repair or replacement; submits purchase orders; prepares purchase requisitions.

Prepares personnel forms/reports and maintains records and documentation for reference.

Oversees preventative maintenance tasks; ensures trucks, equipment, and tools are cleaned and serviced regularly; performs maintenance work on facilities and equipment; makes sure that grounds keeping tasks such as planting, cutting, removing, and maintaining grass, trees, debris, and flowers as required for meter maintenance activities are completed.

Responsible for QA/QC of water and sewer meter system work orders and assessment data.

Generates maps and measures new and existing water meters, boxes and metering assets via computer for the work order process and for water and sewer metering contracts.

Responsible for overseeing work schedule for water and sewer meter crews.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities. Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in construction management or related field preferred; four years progressively responsible experience in civil engineering, water and sewer metering system operation/maintenance, utility construction, project management, and/or supervision; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery, heavy equipment, office equipment, machinery and tools (manhole bar, drill, shovel). Physical demand requirements are at levels of those for heavy work and lifting.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, invoices, budget documents, technical manuals, procedural manuals, or reference materials.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write job-related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, utilize high school level algebra and geometry, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles.

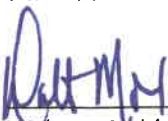
MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

9/15/22

Date

WATER & SEWER DISTRIBUTION SYSTEM MANAGER

SUMMARY

The purpose of this classification is to oversee daily operation and maintenance of water distribution system. This will include performing field, technical, managerial and administrative work functions associated with quality assurance/quality control (QA/QC), scheduling of water distribution system work, investigation of water distribution system customer complaints and system operation activities. Duties will include assisting the Water & Sewer Department Linear Assets Division in managing linear asset projects and field operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Ensures supervisors and staff are aware of and follow all City safety policies and procedures. Ensures supervisors and staff have the proper personal protective equipment necessary to mitigate job hazards. Consults with Safety Director to ensure proper safety training is provided to supervisors and staff.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals

Coordinates daily work activities; plans, organizes, prioritizes, and assigns work; provides daily work plans to work crews; develops employee work schedules to provide adequate coverage; monitors status of work activities and performs inspections follow up on work activities, monitors status of work in progress and inspects completed work.

Consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Oversees coordinates and/or participates in the implementation of Valve Exercising Programs, Hydrant Condition Assessment and Water Distribution Maintenance and Repair Programs.

Implements and oversees Valve Exercising, hydrant condition assessment and water distribution maintenance and repair field operations.

May utilize CMMS analytical data to schedule work and evaluate cost for different repair methods.

Prepares and/or receives forms, work orders, or documentation; completes, processes, and/or forwards as appropriate; maintains accurate records; insures all activities are properly documented by all crews and data is entered into Lucity; develops production reports to determine staff and resource efficiencies; uses GIS and Lucity to identify in data collected on water assets.

Coordinates clearing of easements and right of ways; obtains easements when needed. Reviews technical manuals. Responds to call outs.

Oversees Valve Exercise and Hydrant Condition Assessment Program.

Demonstrates ability to set up and use equipment related to linear asset repair such as construction levels tapping machines and/or mobile programmer.

Assists Management and coordinates activities related to ROW spray contracts and ROW maintenance contracts.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service.

Performs all duties assigned by the Water & Sewer Department Linear Assets Division when assigned in absence of Director; follows standard operating procedures for the City's water distribution system.

Prepares and/or completes correspondence, forms, reports or other documents to meet any state or federal reporting requirements; forwards and maintains.

Performs all duties that relate to the Valve Exercising, hydrant condition assessment and water distribution maintenance and repair Programs.

Meets goals and performance measures set forth by Water & Sewer Linear Assets Division.

Develops SOPs for routine tasks.

Assists in oversight of water distribution rehabilitation, renewal and assessment projects.

Must have working knowledge of Lucity maintenance management software or equivalent software and data analysis.

Consults with supervisors, regulatory agency personnel, the OCA, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Must be computer literate; must be able to use basic office software packages; must be able to utilize software to construct, modify and maintain spreadsheets (MS Excel); must be able to produce and modify documents in word processing software (MS Word); should be able to use asset management software application (Lucity) and geographical information systems software application (ArcMap).

Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.

Ability to coordinate assignments with other sections, departments or agencies.

Ability to plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost.

Oversees and supervises a group of work crew engaged in maintenance and repair assignments.

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crews and workers; obtains equipment, tools, and materials required for the project.

Prepares, maintains, and inspects daily logs, reports, and records on maintenance and repair activities; submits reports as appropriate; maintains file system of departmental records; prepares and/or receives forms, reports, work orders, maps, charts, diagrams, or documentation; completes, processes, and/or forwards.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and make corrections; utilizes word processing, spreadsheet, database, geographical information system, email, and other programs.

Prepares budget recommendations; maintains inventory and related files, requests and/or orders needed materials.

Consult with supervisors, public officials, contractors, engineers, and other agency officials to review departmental operations, discuss problems, collaborate on collection system and/or lift station plans and specifications, coordinate activities, provide technical expertise, and give/receive advice/direction.

Consults with sales representatives; contacts outside repair services; solicits bids for machinery repair or replacement; submits purchase orders; prepares purchase requisitions.

Prepares personnel forms/reports and maintains records and documentation for reference.

Oversees preventative maintenance tasks; ensures trucks, equipment, and tools are cleaned and serviced regularly; performs maintenance work on facilities and equipment; makes sure that grounds keeping tasks such as planting, cutting, removing, and maintaining grass, trees, debris, and flowers as required for distribution maintenance activities are completed.

Responsible for QA/QC of water distribution work orders and assessment data.

Generates maps and measures new and existing water mains and valves via computer for the work order process and for water distribution maintenance and repair contracts.

Responsible for overseeing work schedule for water distribution crews.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities. Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in construction management or related field preferred; four years progressively responsible experience in civil engineering, water distribution system operation/maintenance, utility construction, project management, and/or supervision; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of machinery, heavy equipment, office equipment, machinery and tools (manhole bar, drill, shovel). Physical demand requirements are at levels of those for heavy work and lifting.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, invoices, budget documents, technical manuals, procedural manuals, or reference materials.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write job-related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, utilize high school level algebra and geometry, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles.

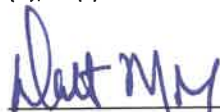
MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.


INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor



Date

WATER & SEWER OPERATIONS COORDINATOR

SUMMARY

The purpose of this classification is to perform administrative work functions associated with, quality assurance/quality control (QA/QC), planning and scheduling of Water & Sewer Department work and contracted project scheduling. This position also plans and schedules assignments, outlines work processes, and identifies needed materials for predictive, preventive, routine, scheduled, and emergency maintenance services for maintaining city infrastructure.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Must possess superior organizational skills and be able to prioritize and work simultaneously on several projects.

Oversees and coordinates quality control and quality assurance protocols of the maintenance and operations program data management.

Ability to coordinate assignments with other sections, departments or agencies.

Ability to run production reports to make sound decisions when scheduling work.

Ability to plan, schedule and evaluate the quality and quantity of work needed to accomplish work group goals within set limits of time and cost.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Prepares and/or receives forms, work orders, or documentation; completes, processes, and/or forwards as appropriate; maintains accurate records.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service.

Performs all duties assigned by assigned supervisor; follows standard operating procedures.

Enters work orders in Lucity or any other computerized maintenance management software (CMMS). Review work order and CCTV assessments for accuracy.

Produces asset management data reports; performs data summary analyses.

Assist directors and division managers with contract management, contract correlation, and all administrative services during project development, bid phase and construction phase.

Assist Water & Sewer with scheduling materials.

Assist Water & Sewer with estimating small operational projects.

Dispatches call outs and enters 311 work orders.

Process invoices and reconciles receipts with appropriate reports.

Ability to schedule daily work for linear asset crews. This includes accurately assigning the correct number of crew members and other resources to each job on the schedule and coordinating traffic plans as needed. This also includes being aware of potential job hazards and making the crews of aware so proper planning can be done.

Assists operations teams by issuing work orders in a sequential flow to individual employees or work teams.

Oversees material usage and costs.

Develops, documents, and maintains standard operating procedures associated with maintenance jobs.

Manages database of incoming and completed work orders.

Develops and maintains a queue of prioritized field-ready work orders and prepares weekly and bi-weekly schedules based on available labor forecasts.

Confers with purchasing, warehouse, engineering, and other personnel to exchange information regarding inventories, schedules, scope of work, and related issues.

Trains maintenance/operations personnel in proper use of CMMS to ensure highest quality work orders are produced and maintained for future reference.

Works with the maintenance and construction supervisors in developing the scheduled maintenance programs to minimize impact to production.

Responsible for planning maintenance and construction work orders.

Responsible for determining any technical documentation that will support the craftsmen, technician or crew.

Responsible for supporting safety programs.

Organizes training and trains staff on proper workflow.

Confirms utility locates prior to initiation of maintenance or construction activities.

Prepares and/or completes correspondence, forms, reports or other documents to meet any state or federal reporting requirements; forwards and maintains.

Meets goals and performance measures set forth by Water & Sewer Department.

Must have working knowledge of Lucity maintenance management software or equivalent software and data analysis.

Must have working knowledge of ArcGIS software.

Must be computer literate; must be able to use basic office software packages; must be able to utilize software to construct, modify and maintain spreadsheets (MS Excel); must be able to produce and modify documents in word processing software (MS Word); should be able to use asset management software application (Lucity) and geographical information systems software application (ArcMap).

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crews and workers; obtains equipment, tools, and materials required for the project.

Prepares, maintains, and inspects daily logs, reports, and records on maintenance and repair activities; submits reports as appropriate; maintains file system of departmental records; prepares and/or receives forms, reports, work orders, maps, charts, diagrams, or documentation; completes, processes, and/or forwards.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and make corrections; utilizes word processing, spreadsheet, database, geographical information system, email, and other programs.

Consults with sales representatives; contacts outside repair services; solicits bids for machinery repair or replacement; submits purchase orders; prepares purchase requisitions.

Responsible for QA/QC of linear asset work orders and assessment data.

Responsible for generating work schedule for Water & Sewer crews.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED required; five years' experience in infrastructure or facility maintenance to include three years progressively responsible experience in using a CMMS or other computerized work order system, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Tasks involve the ability to exert very moderate physical effort in light work of lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 10 pounds). Tasks will involve extended periods of time typing and data entry at a computer workstation. Physical demand requirements are at levels of those for sedentary work. Ability to sit for hours with florescent and incandescent lights.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, invoices, budget documents, technical manuals, procedural manuals, or reference materials.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of documentation, directions, instructions, and methods and procedures. Requires the ability to write job-related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, utilize high school level algebra and geometry, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles.


MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor



Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

Class Code: 5008

Grade: 39 42

FLSA: Exempt

CHIEF INFORMATION SECURITY OFFICER

SUMMARY

The purpose of this classification is to perform managerial and technical functions for developing and maintaining an information security program that protects enterprise technology assets from internal and external threats. This position will work with the Chief Information Officer and other positions within the organization to plan, manage, and adapt security measures in a proactive and ongoing manner.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; conducts training activities.

Reviews, assesses, plans and implements security measures that ensure the City of Tuscaloosa has a strong securing posture and one that is proactive and forward-looking.

Leads in the development of formal plans that address disaster recovery and business continuance; works with the CIO and other IT staff to holistically meet this goal.

Implements and manages a layered security strategy and platforms to prevent breaches and to minimize the impact of any such occurrence.

Implements, configures and maintains network and host or cloud-based security platforms.

Assists in the development and maintenance of security processes and documentation that address cyber security risks to the environment.

Conducts risk management processes to identify and remediate vulnerabilities associated with cyber security; implements and manages controls to address identified risks.

Identifies and assesses private and sensitive information, to include information covered by legal mandates such as HIPPA, CJIS, etc., and implements processes and controls to properly secure and mitigate threats to this data.

Works with IT Department staff and business partners such as Human Resources to plan and perform security awareness training for City of Tuscaloosa staff.

Reviews and develops secure business communications practices; works with partners such as Communications and Human Resources to develop and implement related policies.

Ensures that the City of Tuscaloosa is in regulatory compliance with regards to data resources; works with partners such as the City Attorney and Human Resources to enforce such compliance.

Leads and manages cyber security incidents; conducts necessary discovery and forensic investigations.

Prepares information security processes and policies including, but not limited to, physical security of technology resources, digital security measures, data access, data use, data replication, and data destruction; manage encryption key management, network intrusion systems, security logs, security information event management, passwords and regulatory compliance standards.

Plans and administers security audits to assess and improve the City of Tuscaloosa's security posture; works with third-party vendors to accomplish this goal.

Manages computer access needs across the enterprise; review and establish access policies; works with internal partners to continuously monitor and improve such policies.

Works with third-party vendors and contractors to evaluate, establish and control their remote access to any technical resource; works with internal partners to achieve this goal.

Interfaces with Department Heads and Department Managers to discuss, review and improve security postures.

Communicates cyber-security topics to IT and City leadership; uses concise presentations to present this information.

Establishes mechanisms for audit policy reports to ensure compliance with standards such as HIPPA, PCI, CJIS, etc.

Provides necessary and timely reports to keep management informed of security risks or issues.

Works closely with internal IT staff and external partners to evaluate and implement commercial and proprietary software patches, version upgrades and other bug fixes as may be necessary.

Conducts security and forensic investigations as required.

Conducts routine audits and reviews of user privileges, data and system access privileges; work with internal and external partners to review such findings; take necessary measures to ensure such privileges are current, appropriate and maintain an appropriate security posture.

Plans and administers user and system password policies; ensures policies meet all current standards and enhance Tuscaloosa's security posture.

Administers security requirements and mandates from external agencies such as Criminal Justice Information Systems (CJIS) or other security mandates such as HIPPA or PCI compliance.

Maintains an awareness of new technology trends, products and advances in the technology profession.

Attends meetings, conferences, workshops, and training sessions.

Demonstrates punctual, regular and reliable attendance; performs 24-hour on-call service as required.

Prepares written documentation as required; completes required reports.

Communicates with supervisor, co-workers, users, departments, vendors, and outside agencies to discuss work in progress, exchange information, resolve problems, coordinate equipment needs, provide operational support, and project management.

Understands the functions, procedures, and workflow of city departments as they relate to computer operations/support; provides computer support to departments.

Comprehensive and current knowledge of cyber security technology, concepts and strategies.

Thorough knowledge of auditing and risk management as related to information security, including enterprise networking, data storage, distributed systems, database technology, computing endpoints and enterprise email.

Thorough knowledge of computer system auditing, performance monitoring and network auditing, including network forensics such as packet sniffing, etc.

Thorough knowledge of the TCP/IP protocol and OSI model.

Comprehensive knowledge of current cyber-security concerns such as malware, ransomware, email security, emerging threats, attack vectors and vulnerability management techniques and processes.

Knowledge of routing and switching concepts and protocols as related to cyber security; appropriate command line knowledge and skills to work with such equipment.

Ability to learn Tuscaloosa's existing technology resources and to enhance the security posture for such resources.

Working knowledge of cyber-security tools including, but not limited to, Security Event Incident Management (SEIM), Next Gen Antivirus and Endpoint Protection, Intrusion Detection, Network Management, Data Protection Platforms; effectively perform work using such tools; research, identify and assist in procurement of such tools.

Ability to effectively lead and communicate with employees and internal and external partners; communicate security topics in a clear, concise manner.

Working knowledge of operating systems across a range of devices including but not limited to Microsoft Windows, Linux, Cisco switches and routers; knowledge of virtualization platforms such as VMWare; knowledge of data storage architectures such as Storage Area Networks.

Knowledge of wireless (Wi-Fi) technologies and security protocols, Wireless LAN Controllers, configuration and policy-based control of such devices.

Working knowledge of Microsoft Active Directory, Group Policy and scripting technologies such as PowerShell.

Ability to identify, comprehend and integrate a complex set of technologies into a working system of data and technology security.

Ability to analyze and identify security issues; provide quick and effective response; evaluate and recommend appropriate resolutions timeframes.

Effectively build and maintain relationships with IT staff, external partners and vendors; communicate effectively across such groups.

Ability to work effectively with all areas of the enterprise including staff positions and elected officials.

Demonstrate sound judgement, innovative and resourceful initiative, tact and proper decorum with regard to spoken and written communications.

Operates a motor vehicle to conduct work activities.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Management Information Systems, Cyber Security, or a closely related field; five years of progressively responsible professional experience in a cyber security related or information technology field preferably in a government, enterprise, or military work environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A minimum of one of the following industry certifications is required: Cisco Certified Network Associate Security (CCNA Security), Certified Information Systems Auditor, Certified Information Security Manager, Certified Information Systems Security Professional or CompTIA Security+ Certification. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of equipment, machinery and tools which may include a personal computer, terminal, terminal server, printer, tape/disk drives, uninterruptible power source, optical disk reader, scanner, modem, copy machine, facsimile machine, calculator, telephone, data scope, volt ohmmeter, crimper, wire cutter, etc. Physical demand requirements are at levels of those for light work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, logs, maps, drawings, floor plans, flow charts, technical manuals, operational manuals, procedural manuals, and reference materials.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange technical information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of technical documentation, directions, instructions, and

methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex computer programming/operation principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, determine time and weight, perform college level algebra, perform high school level trigonometry, perform statistical calculations, and perform Boolean algebra.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, computer equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

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PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.