

**RESOLUTION NO. 2026 – 75**

**TO AMEND THE POSITION CONTROL AND JOB DESCRIPTIONS FOR THE CITY OF CULLMAN**

THEREFORE, BE IT RESOLVED by the Cullman City Council that the position control, the job descriptions, and the fiscal year 2026 budget are hereby amended to include the following:

- a) Update 9 job descriptions for WWTP.
- b) Add 2 new job classifications for WWTP – Lab Technician and Operator (uncertified).
- c) Reclassify a position at WWTP – Administrative Clerk to Lab Technician.
- d) Add a new job description for CEDA - Assistant Director.
- e) Add a new job description for the Museum - Director.
- f) Add a full-time director position at the Museum.
- g) Remove a part-time position at the Museum.

ADOPTED BY THE CITY COUNCIL, this the 23rd day of February, 2026.

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President of the City Council

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED BY THE MAYOR, this the 23rd day of February, 2026.

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Mayor

### COUNCIL AGENDA REQUEST

Date: 02/18/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
- Budget Amendment
- Contract Approval
- Public Comment
- Special Event
- Other
- Annexation
- Change Order
- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

WWTP: Update 9 job descriptions, add 2 job classifications: Lab Technician and Operator (uncertified); reclassify position Administrative Clerk to Lab Technician.

GEDA: Add Assistant Director job description.

MUSEUM: Add Director job description, add full-time director position; remove part-time position

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates  
 Signature: F64E382E77D74E6...

Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward  Rejected  Return to Requestor

Comments:

Signed by: Pam Leslie  
 Signature: 8F02210223EC457... Date: February 18, 2026 | 2:37 PM CST

2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward  Rejected  Return to Admin

Comments:

Signed by: Kim Hall  
 Signature: 373F5C72C0C944B... Date: February 18, 2026 | 7:21 PM CST

3. Council President

Approved for Council Agenda  Rejected  Return to Committee

Comments:

Signed by: Kim Hall  
 Signature: 373F5C72C0C944B... Date: February 18, 2026 | 7:21 PM CST

4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 02/23/2026

Comments:

Signed by: Wes Moore  
 Signature: 8F02210223EC457... Date: 02/18/2026

## **City of Cullman Job Description**

**Position Title:** Plant Manger

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Superintendent

**Compensation:** Full-Time / Salary (overtime exempt)

**Description:** This position performs supervisory, administrative and technical services in planning, organizing, and directing the activities and operations of the wastewater treatment plant for the City of Cullman.

Under the direction of the Superintendent, supervisors at this level are responsible for the work performance of a group of complex positions, where employees all perform different types of work. They are responsible for planning and organizing work functions, priorities, and recommending significant changes in structure, methods or procedures necessary to meet objectives. They are responsible for interviewing and counseling employees, performance evaluations, participation in interviews, disciplinary action and similar personnel management functions.

The Wastewater Treatment Plant Manager duties involve establishing criteria, formulating projects, assessing program effectiveness as well as investigating or analyzing a variety of unusual conditions, problems or questions. The work product affects a wide range of agency activities and major activities of industrial concern or the operation of other agencies related to wastewater treatment for the City of Cullman

### **Detailed Work Activities:**

- Evaluates the assigned goals and objectives for the entire wastewater treatment plant.
- Provides direct supervision to the lead operators, maintenance supervisor, operators, mechanics, and other department employees as needed.
- Issues assignments by defining objectives, priorities and deadlines
- Determines actions required in unusual situations that do not have clear precedents.
- Plans and determines successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training or accepted practices in the occupation.
- Reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Monitors department policies and procedures, goals and objectives to ensure operational efficiency.
- Develops departmental strategic plans, including short- and long-term goals and objectives, capital improvement programs and employee training.
- Maintains project management.
- Develops and coordinates training programs for all department personnel to maintain State certifications
- Ensures adherence to safety standards; including tailgate talks focused on safety.
- Establishes written standard operating procedures (SOPs).
- Develops and monitors wastewater treatment plant operating budgets.
- Develops bid specifications and requests for proposals.
- Collaborates on the inflow and infiltration program.
- Responds to customer concerns, information and service requests while promoting and maintaining positive community relations.
- Responds to abatement requests on water and sewer bills
- Researches complaints and initiates or recommends appropriate action.
- Maintains effective communications and working relationships with staff as well as regulatory agency personnel, consultants, vendors and contractors.
- Coordinates various activities with other departments and divisions within the City of Cullman.
- Conducts and attends meetings to gather and provide information related to a variety of water and wastewater projects/requirements.
- Performs other related duties as required

**Qualifications:**

- 10+ years of experience in water/wastewater distribution and supervision.
- Must maintain Grade 1 State Dual Certification in Water and Wastewater.

**Knowledge, Skills, Abilities:**

- Mastered skill of public works department operations, technology, practices and policies.
- Mastered skill of water, wastewater and sewer construction and engineering principles and practices.
- Knowledge of City of Cullman policies, procedures and ordinances.
- Knowledge of State of Alabama and Federal regulations pertaining to wastewater treatment.
- Mastered skill in utility construction means, methods, and safe practices.
- Knowledge of employment and personnel laws, practices and procedures.
- Knowledge of supervisory and administrative practices and procedures.
- Skill in planning, organizing, analyzing, decision-making and problem solving.
- Skill in reading and understanding plans, maps, charts and technical reports.
- Skill in use of office equipment, including computer, calculator, plotter.
- Skill in public and interpersonal relations.

- Skill in supervising employees.
- Ability to exercise sound judgment in evaluating emergency situations.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with City officials, other agencies, businesses and the public.
- Ability to evaluate performance, analyze weakness and apply corrective action.
- Ability to compile reports that are complete, accurate and timely.
- All duties that are deemed necessary.

**Physical Requirements:**

- Ability to safely operate and maneuver vehicles of various sizes.
- Vision sufficient to meet standard driving requirements.
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions.
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain.
- Ability to enter manholes and work in confined or enclosed spaces.
- Frequent bending, stooping, lifting, and other strenuous physical activities.
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.).

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class A - Unrestricted.
- Position is subject to random drug testing.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Lead Operator

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Plant Manager

**Compensation:** Full-Time / Salary (OT Exempt)

### **Description:**

This is a supervisory position that oversees day-to-day operations of the City of Cullman Wastewater Treatment Plant as a major portion of work assignments. This role has administrative responsibilities as well as a variety of operational duties, such as inspecting maintenance of wastewater treatment facilities to ensure the safe, efficient, and regulatory compliant treatment of wastewater.

This position provides technical oversight, directs plant operators, monitors process controls, and assists with maintenance and regulatory reporting.

### **Detailed Work Activities:**

- Leads and coordinates daily wastewater treatment plant operations.
- Monitors and controls treatment processes and chemical feed rates based on laboratory results, operational data and permit requirements.
- Interprets SCADA data, lab results and process indicators to maintain optimal plant performance.
- Collects wastewater and sludge samples and performs routine field and basic laboratory testing.
- Performs inspections, preventative maintenance, and minor repairs on pumps, motors, valves, blowers and other related equipment.
- Identifies and responds to process upsets, alarms, equipment malfunctions and emergency situations.
- Manages waste flows and monitors sludge basins.
- Maintains accurate operational logs, records and regulatory documentation.
- Ensures plant meets permit limits and environmental regulations.
- Follows established safety procedures, confined space protocols, lockout/tagout and chemical handling requirements.

- Provides direction and training to plant operators and trainees
- Assigns daily tasks and oversees shift activities
- Serves as acting supervisor in the absence of plant manager or superintendent,
- Promotes safe work practices and enforces safety policies.
- Follows all instructions and completes tasks as directed.
- Performs any additional tasks assigned by the immediate supervisor.

**Qualifications:**

**Experience:** 2+ years supervisory or lead experience preferred or 5+ years wastewater treatment experience.

**Education:** Must possess Grade 4 Wastewater Certification

**Knowledge, Skills, Abilities:**

- Strong knowledge of wastewater treatment processes and equipment.
- Understanding of permits and environmental regulations.
- Ability to interpret lab data and SCADA System.
- Leadership and team coordination skills.
- Ability to coordinate preventative and corrective maintenance activities
- Ability to troubleshoot mechanical and process equipment issues
- Ability to work closely with maintenance staff and contractors
- Ability to oversee routine sampling and testing
- Ability to interpret lab data to optimize treatment efficiency
- Ability to ensure proper sample collection and procedures.

**Physical Requirements:**

Ability to collect samples in industrial and outdoor environments.

Ability to lift up to 50 pounds and perform physically demanding tasks.

Exposure to wastewater, chemicals, noise and confined spaces.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles.
- Position is subject to random drug testing

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Laboratory Technician

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Lead Operator / Plant Manager

**Compensation:** Full-Time / Hourly

**Description:** Under general supervision, the Wastewater Treatment Plant Laboratory Technician is responsible for performing routine and specialized laboratory analyses to support the operation, compliance and optimization of wastewater treatment processes. This role ensures accurate testing, proper documentation, and adherence to regulatory requirements while maintaining a safe and organized laboratory environment.

This position plays a critical role in protecting public health and the environment through accurate testing, documentation and reporting.

### **Detailed Work Activities:**

- Collects, preserves and analyzes wastewater, sludge, and biosolid samples using approved analytical methods.
- Performs routine laboratory tests including, but not limited to, BOD, TSS, pH, alkalinity and fecal indicators.
- Accurately records, interprets and reports laboratory results.
- Maintains laboratory equipment through calibration, cleaning, troubleshooting and minor repairs.
- Ensures compliance with State, Federal and local environmental regulations and permit requirements.
- Supports plant operators by providing timely analytical data.
- Follows laboratory safety procedures.
- Participates in internal and external audits, inspections, and testing as required.
- Maintains laboratory inventory, order supplies, and ensure proper chemical storage.
- Follows all instructions and completes tasks as directed.
- Performs any additional tasks assigned by the immediate supervisor

**Qualifications:**

**Education:** Degree (or equivalent on the job experience) in chemistry, biology, environmental science, or a related field.

**Experience:** Prior laboratory experience, preferably in wastewater or environmental testing.

**Knowledge, Skills, Abilities:**

- Knowledge of wastewater treatment processes and laboratory principles
- Skill in Microsoft office for data collection and proficiency in mathematics.
- Proficiency with laboratory instruments and data management systems
- Ability to use laboratory equipment such as PHDO monitors, autoclaves, ovens, incubators, pipettes and microscopes
- Strong attention to detail and ability to maintain records
- Ability to work independently and collaboratively in a team environment

**Physical Requirements:**

- Ability to collect samples in industrial and outdoor environments.
- Ability to lift up to 40 pounds and work with chemicals using appropriate PPE.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles.
- Ability to pass Grade 4 Wastewater Certification
- Position is subject to random drug testing.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Date

## **City of Cullman Job Description**

**Position Title:** Maintenance Supervisor

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Plant Manager

**Compensation:** Full-Time / Salary (OT Exempt)

### **Description:**

The Wastewater Treatment Plant Maintenance Supervisor plans and directs all mechanical and electrical activities for the wastewater treatment facility and associated lift stations.

This position ensures equipment reliability, regulatory compliance, and safe maintenance practices while supervising maintenance staff and contractors.

### **Detailed Work Activities:**

- Plans, schedules and supervises preventive, predictive, and corrective maintenance.
- Develops and manages a comprehensive preventive maintenance (PM) program.
- Ensures reliability and continuous operation of plant and collection system equipment.
- Maintains asset inventory and life cycle replacement plans.
- Supervises maintenance and repair of wastewater treatment plant equipment including pumps, motors, blowers, valves, conveyors, and rotary machinery.
- Repairs mechanical, electrical, hydraulic, and pneumatic systems.
- Installs, maintains and repairs piping systems and fittings.
- Maintains electrical systems, including motors, and controls.
- Performs welding, fabrication, machining, and carpentry work as needed.
- Inspects equipment and facilities to identify maintenance needs and safety concerns.
- Uses hand tools, power tools, and specialized maintenance equipment safely and effectively.
- Maintains accurate maintenance logs, work orders and inventory records.
- Supervises, trains and evaluates maintenance technicians
- Assigns daily and long-term work tasks
- Coordinates after-hours emergency maintenance response.
- Coordinates maintenance work with plant operations to minimize downtime
- Manages work orders

- Plans shutdowns, major repairs, and equipment upgrades
- Oversees contractor work and vendor services.
- Follows safety procedures, including lockout/tagout, confined space entry, fall protection and chemical handling.
- Operates light truck and other automotive and related equipment.
- Operates various types of riding mowers, leaf blowers, and weed eaters.
- Performs light maintenance on mowers
- Operates mechanical saws, cuts and fells trees and branches, observing precautions against personal injury or property damage.
- Paints buildings and equipment
- Performs related duties as assigned.

**Qualifications:**

**Experience:**

- 5-7 years of industrial or wastewater maintenance experience.
- 2-3 years of supervisory experience preferred

**Education:**

- High school diploma or GED equivalent
- Technical degree or trade certification in mechanical, electrical, or industrial maintenance preferred

**Knowledge, Skills, Abilities:**

- Strong knowledge of wastewater treatment processes and mechanical systems.
- Strong knowledge of pumps, motors, HVAC, electrical controls.
- Experience with preventive maintenance planning
- Ability to read blueprints, schematics and technical manuals
- Budgeting and project management skills
- Strong trouble shooting and problem-solving abilities
- Leadership, communication and team management skills.

**Physical Requirements:**

- Ability to lift, carry and move up to 50 pounds and perform physically demanding tasks.
- Frequent standing, walking, climbing, bending, and working in confined spaces.
- Exposure to wastewater, chemicals, noise, heights, and varying weather conditions.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.

- Must maintain a valid Alabama driver’s license for operation of City of Cullman vehicles.
- Specialized certifications (e.g., welding, electrical) preferred.
- Must maintain a valid Alabama CDL driver’s license for operation of City of Cullman vehicles Class B.
- Ability to pass Grade 2 Wastewater Certification (preferred but not required)
- Position is subject to random drug testing.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Maintenance Technician

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Maintenance Supervisor / Plant Manager

**Compensation:** Full-Time / Hourly

### **Description:**

Under general supervision, the Wastewater Treatment Plant Maintenance Technician performs skilled and semi-skilled maintenance, repair, and installation of mechanical, electrical and structural equipment at the wastewater treatment plant.

This position plays a critical role in protecting public health and the environment through accurate testing, documentation and reporting, while supporting plant operations.

### **Detailed Work Activities:**

- Performs preventive, predictive, and corrective maintenance on wastewater treatment plant equipment including pumps, motors, blowers, valves, conveyors, and rotary machinery.
- Troubleshoots and repairs mechanical, electrical, hydraulic, and pneumatic systems.
- Installs, maintains and repairs piping systems and fittings.
- Assists with maintenance of electrical systems, including motors, and controls.
- Performs welding, fabrication, machining, and carpentry work as needed.
- Inspects equipment and facilities to identify maintenance needs and safety concerns.
- Uses hand tools, power tools, and specialized maintenance equipment safely and effectively.
- Maintains accurate maintenance logs, work orders and inventory records.
- Coordinates with operators, laboratory staff, contractors and supervisors to schedule and complete maintenance activities.
- Responds to emergency maintenance situations and plant outages as required.
- Follows safety procedures, including lockout/tagout, confined space entry, fall protection and chemical handling.
- Operates light truck and other automotive and related equipment.
- Operates various types of riding mowers, leaf blowers, and weed eaters.
- Performs light maintenance on mowers
- Operates mechanical saws, cuts and fells trees and branches, observing precautions against personal injury or property damage.

- Paints buildings and equipment
- Performs related duties as assigned.

**Qualifications:**

**Experience:** Experience working at a wastewater treatment facility preferred.

**Education:** High school diploma or GED equivalent

**Knowledge, Skills, Abilities:**

Knowledge of wastewater treatment processes and mechanical systems.

Knowledge of pumps, motors, HVAC, electrical controls.

Welding or electrical certifications are preferred.

**Physical Requirements:**

- Ability to lift, carry and move up to 50 pounds and perform physically demanding tasks.
- Frequent standing, walking, climbing, bending, and working in confined spaces.
- Exposure to wastewater, chemicals, noise, heights, and varying weather conditions.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles.
- Specialized certifications (e.g., welding, electrical) as required or preferred.
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class B.
- Ability to pass Grade 2 Wastewater Certification (preferred but not required)
- Position is subject to random drug testing.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Operator

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Lead Operator / Plant Manager

**Compensation:** Full-Time / Hourly

### **Description:**

Under general supervision, the Wastewater Treatment Plant Operator operates, monitors and maintains wastewater treatment facilities to ensure safe, efficient, and regulatory compliant treatment of wastewater.

This position plays a critical role in protecting public health and the environment through accurate testing, documentation and reporting, while supporting plant operations.

### **Detailed Work Activities:**

- Operates and monitors wastewater treatment plant processes.
- Adjusts treatment processes and chemical feed rates based on laboratory results, operational data and permit requirements.
- Monitors SCADA systems, gauges, meters, and control panels to ensure proper plant performance.
- Collects wastewater and sludge samples and performs routine field and basic laboratory testing.
- Performs inspections, preventative maintenance, and minor repairs on pumps, motors, valves, blowers and other related equipment.
- Identifies and responds to process upsets, alarms, equipment malfunctions and emergency situations.
- Manages waste flows and monitors sludge basins.
- Maintains accurate operational logs, records and regulatory documentation.
- Assists with compliance activities
- Follows established safety procedures, confined space protocols, lockout/tagout and chemical handling requirements.
- Coordinates with laboratory staff, maintenance personnel and supervisors to optimize plant performance.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Follows all instructions and completes tasks as directed.

- Performs any additional tasks assigned by the immediate supervisor.

**Qualifications:**

**Education:** High school diploma or GED equivalent

**Experience:** One year of experience in wastewater treatment operations, utilities or related field (entry-level positions may be considered with no prior experience)

**Knowledge, Skills, Abilities:**

- Knowledge of wastewater treatment processes and mechanical systems.
- Ability to read gauges, meters, blueprints and operating manuals.
- Ability to maintain records.
- Familiarity with SCADA systems and computerized maintenance management systems.

**Physical Requirements:**

- Ability to collect samples in industrial and outdoor environments.
- Ability to lift up to 50 pounds and perform physically demanding tasks.
- Exposure to wastewater, chemicals, noise and confined spaces.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles.
- Must have 1 Collections Certification
- Position is subject to random drug testing.
- Must obtain Grade II Wastewater certification within the first year of employment

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Grade 2 Operator

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Lead Operator / Plant Manager

**Compensation:** Full Time- Hourly

**Description:** Under general supervision, the Wastewater Treatment Plant Operator operates, monitors and maintains wastewater treatment facilities to ensure safe, efficient, and regulatory compliant treatment of wastewater. This position plays a critical role in protecting public health and the environment through accurate testing, documentation and reporting, while supporting continuous plant operations.

### **Detailed Work Activities:**

1. Operates and monitors wastewater treatment plant processes.
2. Adjusts treatment processes and chemical feed rates based on laboratory results, operational data and permit requirements.
3. Monitors SCADA systems, gauges, meters, and control panels to ensure proper plant performance.
4. Collects wastewater and sludge samples and performs routine field and basic laboratory testing.
5. Performs inspections, preventative maintenance, and minor repairs on pumps, motors, valves, blowers and other related equipment.
6. Identifies and responds to process upsets, alarms, equipment malfunctions and emergency situations.
7. Manages waste flows and monitors sludge basins.
8. Maintains accurate operational logs, records and regulatory documentation.
9. Assists with compliance activities
10. Follows established safety procedures, confined space protocols, lockout/tagout and chemical handling requirements.

11. Coordinates with laboratory staff, maintenance personnel and supervisors to optimize plant performance.
12. Follows all instructions and completes tasks as directed.
13. Performs any additional tasks assigned by the immediate supervisor.

**Qualifications:**

Education: High school diploma or GED equivalent

Must possess Grade 2 Wastewater Certification

Experience: One year of experience in wastewater treatment operations, utilities or related field (entry-level positions may be considered with no prior experience)

**Knowledge, Skills, Abilities:**

- Knowledge of wastewater treatment processes and mechanical systems.
- Ability to read gauges, meters, blueprints and operating manuals. Ability to maintain records.
- Familiarity with SCADA systems and computerized maintenance management systems.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

**Physical Requirements:**

- Ability to collect samples in industrial and outdoor environments.
- Ability to lift 50 pounds and perform physically demanding tasks.
- Exposure to wastewater, chemicals, noise and confined spaces.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles.
- Position is subject to random drug testing.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Grade 3 Operator

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Lead Operator / Plant Manager

**Compensation:** Full Time- Hourly

**Description:** Under general supervision, the Wastewater Treatment Plant Operator operates, monitors and maintains wastewater treatment facilities to ensure safe, efficient, and regulatory compliant treatment of wastewater. This position plays a critical role in protecting public health and the environment through accurate testing, documentation and reporting, while supporting continuous plant operations.

### **Detailed Work Activities:**

1. Operates and monitors wastewater treatment plant processes.
2. Adjusts treatment processes and chemical feed rates based on laboratory results, operational data and permit requirements.
3. Monitors SCADA systems, gauges, meters, and control panels to ensure proper plant performance.
4. Collects wastewater and sludge samples and performs routine field and basic laboratory testing.
5. Performs inspections, preventative maintenance, and minor repairs on pumps, motors, valves, blowers and other related equipment.
6. Identifies and responds to process upsets, alarms, equipment malfunctions and emergency situations.
7. Manages waste flows and monitors sludge basins.
8. Maintains accurate operational logs, records and regulatory documentation.
9. Assists with compliance activities
10. Follows established safety procedures, confined space protocols, lockout/tagout and chemical handling requirements.

11. Coordinates with laboratory staff, maintenance personnel and supervisors to optimize plant performance.
12. Follows all instructions and completes tasks as directed.
13. Performs any additional tasks assigned by the immediate supervisor.

**Qualifications:**

Education: High school diploma or GED equivalent

Must possess Grade 3 Wastewater Certification

Experience: One year of experience in wastewater treatment operations, utilities or related field (entry-level positions may be considered with no prior experience)

**Knowledge, Skills, Abilities:**

- Knowledge of wastewater treatment processes and mechanical systems.
- Ability to read gauges, meters, blueprints and operating manuals. Ability to maintain records.
- Familiarity with SCADA systems and computerized maintenance management systems.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

**Physical Requirements:**

- Ability to collect samples in industrial and outdoor environments.
- Ability to lift 50 pounds and perform physically demanding tasks.
- Exposure to wastewater, chemicals, noise and confined spaces.

**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles.
- Position is subject to random drug testing.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Grade 4 Operator

**Department:** Wastewater Treatment Plant

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Lead Operator / Plant Manager

**Compensation:** Full Time- Hourly

**Description:** Under general supervision, the Wastewater Treatment Plant Operator operates, monitors and maintains wastewater treatment facilities to ensure safe, efficient, and regulatory compliant treatment of wastewater. This position plays a critical role in protecting public health and the environment through accurate testing, documentation and reporting, while supporting continuous plant operations.

### **Detailed Work Activities:**

1. Operates and monitors wastewater treatment plant processes.
2. Adjusts treatment processes and chemical feed rates based on laboratory results, operational data and permit requirements.
3. Monitors SCADA systems, gauges, meters, and control panels to ensure proper plant performance.
4. Collects wastewater and sludge samples and performs routine field and basic laboratory testing.
5. Performs inspections, preventative maintenance, and minor repairs on pumps, motors, valves, blowers and other related equipment.
6. Identifies and responds to process upsets, alarms, equipment malfunctions and emergency situations.
7. Manages waste flows and monitors sludge basins.
8. Maintains accurate operational logs, records and regulatory documentation.
9. Assists with compliance activities
10. Follows established safety procedures, confined space protocols, lockout/tagout and chemical handling requirements.

11. Coordinates with laboratory staff, maintenance personnel and supervisors to optimize plant performance.
12. Follows all instructions and completes tasks as directed.
13. Performs any additional tasks assigned by the immediate supervisor.

**Qualifications:**

Education: High school diploma or GED equivalent

Must possess Grade 4 Wastewater Certification

Experience: One year of experience in wastewater treatment operations, utilities or related field (entry-level positions may be considered with no prior experience)

**Knowledge, Skills, Abilities:**

- Knowledge of wastewater treatment processes and mechanical systems.
- Ability to read gauges, meters, blueprints and operating manuals. Ability to maintain records.
- Familiarity with SCADA systems and computerized maintenance management systems.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

**Physical Requirements:**

- Ability to collect samples in industrial and outdoor environments.
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**Other Requirements:**

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
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Applicant Signature

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Date

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Witness

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Date

## **City of Cullman Job Description**

**Position Title:** Assistant Director

**Department:** Cullman Economic Development Agency

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Director of Economic Development

**Compensation:** Full-Time / Salary (OT Exempt)

### **Description:**

The Assistant Director supports the Executive Director in leading strategic economic development initiatives that enhance community growth, business retention, and quality of life in Cullman. This role assumes primary responsibility for retail recruitment and commercial development, while also contributing to organizational leadership, project management, and stakeholder engagement.

### **Detailed Work Activities:**

#### **Leadership and Agency Support**

- Assists the Director in planning, implementing, and evaluating agency programs, strategies, and initiatives.
- Serves as a representative of the agency in meetings, presentations, trade shows, conferences, and public-facing engagements as needed.
- Coordinates with local, regional, and State partners, including government entities, Chamber of Commerce, utilities, and educational institutions.
- Assists in the development of marketing materials, retail profiles, pitch decks, and digital content.
- Promotes Cullman's assets, workforce advantages, quality of life, and retail trade area.
- Contributes to the development of marketing materials for CEDA such as magazine ads, giveaways, social media, and local newspaper ads.
- Assists with budgeting, reporting, and grant administration as assigned.
- Prepares, or assists in preparing, reports, presentations, grant applications, and economic impact analyses for internal use, elected officials, and community stakeholders.
- Plans and coordinates events and travel arrangements for Cullman EDA.

#### **Retail Development & Recruitment**

- Leads retail recruitment efforts by identifying target retailers and restaurants aligned with Cullman's market potential and community goals.

- Analyzes market data, trade area demographics, leakage studies, and site potential to identify targets and positioning strategies.
- Serves as the primary contact for brokers, developers, retail consultants, and franchise groups.
- Conducts site visits, prospect tours, and project facilitation.
- Monitors retail trends, consumer dynamics, and competitive landscapes relevant to Cullman and North Alabama.
- Collaborates with city leadership, planning, and zoning officials to support retail-friendly development practices.
- Supports downtown, corridor, and commercial district revitalization initiatives.
- Identifies challenges or barriers to business growth and coordinates solutions with City and partner organizations.
- Reports monthly to the Cullman City Council and the Industrial Development Board of the City of Cullman.

**Qualifications:**

**Required**

- Bachelor's degree in economic development, marketing, public relations, business, or related field preferred.
- Minimum of 5-10 years of experience in economic development, retail recruitment, commercial real estate, business development, or a related field.

**Knowledge, Skills, Abilities:**

- Strong written and verbal communication, relationship-building, and negotiation skills.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Ability to build effective relationships with business leaders, developers, government officials, and community partners.
- Familiarity with ESRI, Placer.ai, Retail Coach/REIS, or similar analytics platforms.
- Experience working with municipal governments, chambers, utilities, developers, and site consultants.
- Knowledge of retail market dynamics, commercial brokerage, or franchise development
- Professional demeanor and strong interpersonal skills.
- Self-motivated, detail-oriented, and able to manage multiple priorities.
- Strategic thinker with operational follow-through.
- High ethical standards and commitment to public service.
- Collaborative and team oriented

**Other Requirements:**

This role includes regular meetings with private-sector companies, travel to conferences and trade shows, occasional evening events, and property/community tours with prospects.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Date

## **City of Cullman Job Description**

**Position Title:** CPRST Museum Director

**Department:** Cullman Parks and Recreation

### **MISSION STATEMENT:**

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Executive Director of CPRST

**Compensation:** Full-Time / Salary (Overtime Exempt)

### **Description:**

Cullman Parks, Recreation, & Sports Tourism is dedicated to improving quality of life through exceptional parks, facilities, events, and recreational opportunities for all.

This position provides overall leadership and management for the Cullman County Museum, ensuring alignment with the Museum's mission to collect, preserve, and promote Cullman County history.

### **Detailed Work Activities:**

#### **Museum Leadership and Administration**

- Develops short- and long-term plans for museum operations, exhibits, programming, and community engagement.
- Prepares and manages the Museum's annual budget, including prioritizing needs and presenting budget requests to the Executive Director and Museum Board of Directors.
- Maintains accurate records related to collections, operations, finances, and programming.

#### **Staff and Volunteer Management**

- Recruits, trains, supervises, and evaluates museum staff and volunteers.
- Develops work schedules and manages time-off requests to ensure appropriate coverage during operating hours and special events.
- Establishes clear work goals, expectations, and professional development opportunities for staff and volunteers

#### **Exhibits and Collections Management**

- Plans, develops, and oversees permanent and temporary exhibits, including exhibit themes, interpretive content, layout, and visitor experience.
- Ensures proper care, digital documentation, and preservation of museum collections in accordance with accepted museum standards.
- Conducts and supports historical research related to artifacts, exhibits, and Cullman County history.
- Oversees exhibit installation, maintenance, and rotation.

### **Education, Programming, and Visitor Experience**

- Plans and coordinates educational programs, guided tours, lectures, special events, and group visits.
- Leads or assists with guided tours and walking tours as needed.
- Collaborates with schools, historians, and community organizations to expand educational outreach and engagement.

### **Public Relations and Community Engagement**

- Serves as the primary public representative and spokesperson for the Museum.
- Builds and maintains positive relationships with community partners, donors, historians, and civic organizations.
- Oversees the Museum's website, social media platforms, and promotional efforts to increase public awareness and attendance.

### **Fundraising and Grants**

- Identifies funding opportunities and prepares grant applications to support museum operations, exhibits, and programming.
- Manages awarded grants, including compliance, reporting, and project oversight.
- Assists with fundraising initiatives, sponsorships, and donor relations as appropriate.

### **Retail and Visitor Services**

- Oversees daily visitor services, including admissions and overall guest experience.
- Manages the Museum gift shop, including inventory, merchandising, and sales of museum-related items.

### **General Duties**

- Acts as a team member with other Parks and Recreation staff, supporting the vision and mission of the Museum Board of Directors, CPRST Board of Directors and the City of Cullman.
- Exhibits a high level of professionalism and ethics, working amicably with the Museum Board, Park Board, Executive Director, administrators, personnel, and the community.
- Demonstrates proficiency in written and oral communication.
- Adapts to a flexible schedule, including nights and weekends, depending on events and projects.
- Attends all meetings as requested by the Executive Director and Museum Board of Directors.
- Performs other duties as assigned by the Executive Director.

### **Qualifications:**

#### **Education:**

The preferred candidate will have a bachelor's degree in History, Museum Studies, Public History, Education, or a related field,

#### **Experience:**

3–5 years of experience working in a museum, historical organization, cultural institution, or

related public or nonprofit setting.

**Knowledge, Skills, Abilities:**

- Demonstrates strong leadership, organizational, and communication skills
- Experienced in exhibit development, collections care, public programming and staff or volunteer supervision.
- Experience in budgeting, grant writing, fundraising, public speaking and community engagement.
- Must maintain a high level of professionalism and ethics
- Familiarity with Cullman County history and experience working with local government or boards is preferred.

**Other Requirements:**

- Flexibility for varying hours, including nights and weekends, is required.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Witness

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Date



Outlook

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## City Council Meeting Agenda Item Request

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**From** Nathan Anderson <nanderson@cprst.org>

**Date** Mon 2/16/2026 2:23 PM

**To** cityclerk@cullmanal.gov <cityclerk@cullmanal.gov>

**Cc** Woody Jacobs <wjacobs@cullmanal.gov>; Michelle Bates <mbates@cullmanal.gov>; David Moss <dmoss@cullmanal.gov>; Kim Hall <khall@cullmanal.gov>

 1 attachment (22 KB)

Museum Director.docx;

### **EXTERNAL EMAIL NOTICE:**

This message originated outside the Municipality and was not sent from an official municipal employee account.

Please verify the sender and use caution when opening links, attachments, or responding to requests for sensitive information.

Wes,

I hope all is well. I would respectfully request that an item be placed on the agenda for the upcoming City Council meeting on February 23, 2026.

The requested agenda item is for Council consideration to replace an existing part-time position with a full-time position for a Museum Manager. The museum manager position has remained vacant for the past couple of years following Drew Green's retirement, and restoring the role is important to support the operational and programmatic needs of the museum.

For your reference, I have attached the proposed job description. The anticipated pay range for the position would be approximately \$45,000–\$55,000, consistent with similar roles and responsibilities.

Mayor Jacobs, Councilman Moss and Council President Kim Hall are already aware of this request. Please let me know if any additional documentation or information is needed to facilitate agenda placement.

Thank you very much for your time and assistance.

Respectfully,

Nathan Anderson