

RESOLUTION NO. 2026 – 77

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) Approve eight job descriptions for the Sanitation Department.
- b) Approve one job description for CEDA – Economic Development Manager.

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

President of the City Council

ATTEST:

City Clerk

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

Mayor

COUNCIL AGENDA REQUEST

Date: 03/02/2026

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:

Requesting approval for eight job descriptions for the Sanitation Department and one job description for CFDA

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates
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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: Wes Moore Date: March 2, 2026 | 3:32 PM CST
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by: Kim Hall Date: March 3, 2026 | 2:48 PM CST
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by: Kim Hall Date: March 3, 2026 | 2:49 PM CST
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 03/09/2026

Comments:

Signed by: Wes Moore Date: 03/03/2026
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City of Cullman Job Description

Position Title: Economic Development Manager

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 Economic Development Manager serves as a key member of the Cullman Economic Development Agency (CEDA) team and supports initiatives that promote business growth, job creation, investment attraction, community development, and revitalization. The Manager works closely with businesses, developers, workforce partners, and government agencies to implement programs that strengthen the local economy and improve quality of life.

The ideal candidate is highly organized, detail-oriented, and capable of managing multiple complex projects simultaneously in a fast-paced, confidential environment.

Detailed Work Activities:

- Completes industrial project RFIs.
- Maintains the sites and buildings database – both internally and on other websites such as EDPA and TVASites.
- Creates and implements an existing industry program.
- Maintains relationships with leadership at Cullman's existing industries.
- Assists in preparing local and state incentive packages.
- Prepares abatements for approval by the Cullman City Council and/or Cullman County Commission.
- Prepares cost benefit analysis for projects.
- Compiles annual new and expanding industry report for the Alabama Department of Commerce.
- Works closely with the Director in efforts to recruit defined target markets.
- Works closely with the Assistant Director in retail development efforts.
- Maintains the CEDA website (training will be provided) and contributes to social media posts for CEDA regarding this office, local industry, events, etc.
- Implements strategic plans, strategies, and initiatives as delegated by the Director.
- Attends meetings, presentations, trade shows, conferences, and public-facing engagements as needed.
- Monitors deadlines for various projects.

- Assists in the development of marketing materials and digital content.
- Creates presentations for various meetings, speaking engagements, and events as needed.
- Promotes Cullman's assets, workforce advantages, quality of life, and retail trade area.
- Prepares, or assists in preparing, reports, presentations, grant applications, and economic impact analyses for internal use, elected officials, and community stakeholders.
- Accompanies on site visits and/or prospect tours as needed.
- Responds to requests for data such as demographics, traffic counts, etc.
- Prepares industrial development report for monthly meetings with the Cullman City Council, Industrial Development Board, and others as needed.
- Assists with retail development as needed
- Assists with workforce development as needed
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Qualifications:

Required

- Bachelor's degree in economic development, finance, marketing, public relations, business, or related field.

Preferred

- 2-4 years of project management experience, economic/community development, financial, or public-sector experience.
- Familiarity with ESRI, Placer.ai, JobsEQ, or similar analytics platforms.
- Experience working with municipal governments, chambers, utilities, developers, or site consultants.
- Familiarity with Alabama's economic development programs, taxes, and incentives

Knowledge, Skills, Abilities:

- Strong written and verbal communication and relationship-building skills.
- Experience managing multiple projects with competing deadlines.
- 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.
- Ability to maintain confidentiality with sensitive information.
- Ability to create presentations in programs such as Canva and PowerPoint.

Personal Attributes:

- 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.

Work Environment:

Office-based role with occasional travel, overnight travel, and work outside normal business hours.

Some lifting required when setting up events and/or transporting equipment. (Podiums, groundbreaking shovels, tables, etc.)

Professional or business casual attire.

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.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Superintendent

Department: Sanitation

MISSION STATEMENT:

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Reports to: Mayor and also receives strategic support from the City Council

Compensation: Full-Time / Salary OT Exempt

Description:

The Sanitation Superintendent directs the employees and operations of the Sanitation Department to ensure the collection of refuse in a timely and safe manner.

This is a management position to administer and supervise daily and long-range operations, maintenance, and employees in the collection of residential, commercial, and industrial solid waste and the recycling program.

The position is responsible for departmental budget development and management, grant administration, developing and implementing strategies, policies and systems, customer contact and employee supervision.

The Superintendent supervises department staff through subordinate supervisors and he/she is a direct report of the Mayor.

Detailed Work Activities:

(This is representative of an exhaustive list of responsibilities; additional related tasks may be assigned.)

- Directs the daily and long-range operations and maintenance of the Sanitation Department, ensuring the timely and safe collection of the City's residential, commercial, and industrial solid waste.
- Directs short and long-range planning.
- Establishes performance standards and ensures accountability.
- Researches and makes recommendations on rate changes.
- Develops and enforces department operating and safety policies and procedures.
- Manages the department's budget including creating, revising, and implementing an annual budget.

- Monitors expenditures and ensures cost-effective use of materials, equipment, and labor.
- Actively seeks, applies for, and administers federal, state, and regional grants.
- Coordinates with finance and administration staff to ensure compliance with grant requirements and reporting standards.
- Maintains work orders, maintenance, and inspection logs and records.
- Prepares periodic reports, as requested.
- Directs the operation of the department data processing and technology functions.
- Directs the maintenance of all equipment in the department inventory.
- Assesses the need for new equipment and supervises writing specifications, bidding, purchasing.
- Researches, assists with writing bids, opens, reviews, and recommends awarding Sanitation department bids.
- Recommends candidates for hire, evaluates, and disciplines employees, including recommendations for termination, as needed.
- Supervises the scheduling, assignment, and training of employees.
- Serves as department liaison and coordinates with other City agencies, engineers, regulatory agencies, private contractors and vendors, utility providers, community organizations, and the general public.
- Coordinates with other city departments during emergency responses related to weather events and infrastructure failures.
- Responds to and resolves customer inquiries, suggestions and complaints.
- Performs injury and accident investigations, documenting incidents and working with Risk Management and City Attorney's office.
- Reviews and recommends capital improvement projects and their impact within the department.
- Assists in multi-year capital improvement forecasting and infrastructure lifecycle planning.
- Attends City Council meetings/work sessions to present departmental updates as needed
- Provides monthly departmental updates to City Council Chair
- Represents the Sanitation Department in public forums related to infrastructure and sanitation initiatives
- Supports citywide initiatives, infrastructure expansion, and economic development projects
- Evaluates equipment needs and oversees maintenance and replacement schedules.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Qualifications:

- High school diploma or GED required
- Bachelor's degree in public administration or a related field is preferred
- Ten (10) years' experience in a related field with three (5) years supervisory experience is preferred
- Alabama commercial driver's license required
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position will be considered.

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, techniques, and objectives of the operations of a City sanitation department and its commercial, industrial, and residential refuse collection and recycling programs
- Methods, techniques, and objectives of the operation and maintenance of all equipment in department inventory
- Current technology for the collection, disposal, and recycling of solid waste
- Employee hiring, scheduling, supervision, training, evaluation, and disciplinary methods and techniques
- Federal, State, and City safety, environmental, health, and other applicable statutes, regulations and codes governing the collection and disposal of solid waste
- Risk Management best practices
- Municipal budgeting methods, techniques, and objectives; including formulating and implementation.
- Asset Management Software
- Preparation and maintenance of documents, records, and logs
- Public information and education methods, techniques, and objectives
- Federal regulations and City policies regarding safe work practices relating to use of equipment, power tools, and hand tools.
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Direct the long- and short-range planning and operations of the Sanitation Department.
- Identify and secure infrastructure related grants
- Recommend for hiring, training, scheduling, evaluating, and disciplining employees, including termination
- Communicate clearly and professionally, and effectively during public presentations
- Supervise the maintenance, repair, and acquisition of new trucks and equipment
- Manage the department's budget, including creating, implementing, and monitoring spending along with revenues.
- Implement operating and safety policies and procedures
- Ensure department operations are in compliance with Federal, State, and City health, safety, and environmental statutes and regulations
- Create and maintain records, logs, and documents and prepare and present reports
- Conduct investigations and properly document accidents and injury incidents
- Work independently and exercise initiative, with general guidance and supervision
- Operate all equipment in the department inventory
- Operate standard office equipment and a personal computer including job-related software and applications
- Operate a two-way radio
- Operate hand tools, power tools and equipment
- Ability to maintain a professional demeanor at all times
-
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations
- Ability to develop data-informed plans and capital improvement schedules.
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

Performance Expectations:

The Superintendent of Sanitation will:

- Maintain safe standards for community sanitation services
- Submit an annual, strategic, and financially responsible sanitation plan prior to budget adoption
- When applicable, secure external funding sources to maximize taxpayer investment

- Support Cullman’s long-term infrastructure and economic growth strategy
- Ensure efficient and transparent use of public resources.
- Foster a culture of accountability, teamwork, and service excellence.

Physical Requirements:

- The work environment is an office, shop, and public street environment that may include exposure to adverse weather conditions, traffic hazards, and moving vehicles. The noise level is generally moderate but with occasional exposure to noise and/or loud equipment.
- While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; keyboard; and operate a motor vehicle or job-related equipment.
- The employee must occasionally lift and/or move up to 50 pounds with assistance.
- Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.
- The job is an on-call position, responding to emergency situations.

Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature Date

Witness Date

City of Cullman Job Description

Position Title: Assistant Superintendent

Department: Sanitation

MISSION STATEMENT:

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Reports to: Superintendent

Compensation: Full-Time / Salary OT Exempt

Description:

The Sanitation Assistant Superintendent supervises the employees and daily operations of the Sanitation Department to ensure the collection of residential, commercial, and industrial solid waste in a timely and safe manner.

The position is responsible for assisting the Superintendent in building the budget, implementation of strategies, enforcing city and departmental policies, and employee supervision.

The job requires the ability to maintain a collaborative and cooperative working relationship with other City departments, employees, other organizations, and the general public.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Assists the Superintendent in the daily and long-range operations and maintenance of the Sanitation Department, ensuring the timely and safe collection of the City's residential, commercial, and industrial solid waste.
- Assists in the short- and long-range planning. Researches and makes recommendations.
- Assists in the maintenance of all equipment in the Department inventory.
- Assists in assessing needs for new equipment.
- Assists in recommendations for candidates to hire, assists in evaluating employees as needed. Supervises the scheduling, assignment, and training of employees.
- Assists in the response to and resolution of customer inquiries, suggestions and complaints.

- Assists in performing injury and accident investigations, documenting incidents and working with Risk Management.
- Assists with the review of and recommends capital improvement projects and their impact within the Department.
- Assists Superintendent as liaison to other City departments, staff, officials, and committees as well as community agencies and groups.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Qualifications:

- High school diploma or GED required
- Alabama commercial driver's license required
- Five (5) years' experience in a related field with three (3) years' supervisory experience is preferred
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position will be considered.

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, techniques, and objectives of the operations of a City sanitation department and its commercial, industrial, and residential refuse collection and recycling programs.
- Methods, techniques, and objectives of the operation and maintenance of all equipment in Department inventory
- Current technology for the collection, disposal, and recycling of solid waste
- Employee scheduling, supervision, training, evaluation, methods and techniques
- Federal, State, and City safety, environmental, health, and other applicable statutes, regulations and codes governing the collection and disposal of solid waste
- Federal regulations and City policies regarding safe work practices relating to use of equipment, power tools, and hand tools.
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Implement operating and safety policies and procedures as well as supervising scheduling of safety meetings and all documentation.
- Assist in ensuring the Department operations are in compliance with federal, state, and City health, safety, and environmental statutes and regulations
- Work independently and exercise initiative, with general guidance and supervision
- Operate standard office equipment and a personal computer including job-related software and applications
- Operate a two-way radio
- Operate hand tools, power tools and equipment
- Maintain a professional demeanor at all times
- Communicate effectively at a level necessary for efficient job performance
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations

Physical Requirements:

- The work environment is an office, shop, and public street environment that may include exposure to adverse weather conditions, traffic hazards, and moving vehicles. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.
- While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; keyboard; and operate a motor vehicle or job-related equipment.
- The employee must occasionally lift and/or move up to 50 pounds with assistance.
- Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.
- The job is an on-call position, responding to emergency situations.

Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature Date

Witness Date

City of Cullman Job Description

Position Title: Administrative Clerk

Department: Sanitation

MISSION STATEMENT:

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Reports to: Office Manager

Compensation: Full-Time / Hourly

Description:

This is routine clerical work that follows well-established procedures. This position does not normally involve supervising other employees.

Employees in this class are responsible for routine typing from drafts, rough notes or dictating machines and for the performance of other clerical assignments. Detailed instructions are given at the beginning of work and on subsequent new assignments; however, after employees become familiar with particular procedures they may work with some independence on more routine aspects of the work. Work involves various filing systems, including computer-based systems. This class also includes employees whose major duties involve answering a telephone, transferring calls and giving information.

Detailed Work Activities:

(All duties listed may not be found in each position, nor does the list necessarily include all tasks that may be assigned to positions in this class.)

- Assists members of the public, as may be required.
- Types letters, envelopes, requisitions, and memos.
- Operates a variety of standard office machines incidental to clerical assignments.
- Computes fees, bills, fines, or taxes, using simple arithmetic calculations as necessary. May collect payments if required by the division.
- Acts as receptionist for the division, as needed.
- Gives out routine information, not requiring interpretation of regulations and policies; sorts and files materials; performs general clerical work
- Does related work or other duties, as required and determined by the supervisor
- Sorts, distributes, and files incoming mail, as required.
- Conducts and maintains inventory listings for the office of assignment.
- Prepares reports, including but not limited to, payroll forms, bills, or billing requests, as may be required by the division. Maintains files associated with these reports.

- Acts as receptionist, answering phones and receiving visitors to the work station.
- Dispatches trucks, enters work orders, maintains communications with drivers, collects daily paperwork

Qualifications:

Education: Any combination of training and experience equivalent to graduation from a standard high school, including or supplemented by a course in typing.

Experience: Satisfactory work history in an administrative support capacity

Knowledge, Skills, Abilities:

- Good knowledge of business English and arithmetic.
- Some knowledge of office practices and procedures.
- Skill in operation of common office machines, including computers and associated software packages.
- Ability to type quickly and accurately
- Ability to make simple computations and tabulations with accuracy.
- Ability to understand and follow oral and written instructions.
- Ability to learn assigned tasks readily.
- Ability to write legibly.
- Ability to deal tactfully with the public.

Other Requirements:

- Maintain a valid Alabama driver’s license to drive CC vehicles.

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.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Crew Foreman

Department: Sanitation

MISSION STATEMENT:

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Reports to: Superintendent / Assistant Superintendent

Description:

Employees in this class are responsible for completing tasks assigned by superiors while overseeing a small working crew to ensure that the tasks are completed safely, correctly and efficiently. Must have mastered skills for safe operation of heavy equipment in area of assignment. Employees receive general instructions from a supervisor to perform.

- Assignments are received through a schedule, verbally, in writing, or through work orders from a supervisor. The incumbent is expected to carry out the assignments without supervision while instructing a small working crew and consulting with the supervisor as needed.
- Work is performed in accordance with traffic laws, city ordinances, resolutions, code, and departmental and city policies and procedures.
- Supervises the crew to perform solid waste collections and recycling throughout the city.
- Work is reviewed by the assistant superintendent and superintendent through performance appraisals.
- There is added responsibility for performance of supervisory or related skilled tasks.
- Work is reviewed through personal inspection and through observation of compliance with established work or route schedules.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Operates mechanical saws and cuts trees, limbs, and brush while ensuring safety of people and property.

- Performs various mechanical and maintenance repair tasks involving basic carpentry, painting, masonry, plumbing, or similar trades.
- Performs rough carpentry such as constructing concrete forms, wooden fences, crates, and other structures related to solid waste and recycling along with the department facilities and buildings.
- Uses equipment computers and related software and hardware to assist in safe and efficient operations.
- Reads and uses tape measures and levels.
- Assembles and installs traffic control signs in compliance with site requirements.
- Services equipment and makes field repairs and adjustments; services or performs light maintenance work on equipment operated; reports the need for major repairs to equipment.
- Supervises as required and performs manual labor in loading, unloading and other related work as required.
- Operates heavy trenching equipment.
- Operates tandem and/or tri-axle trucks involved with operations and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites and landfill.
- Responsible for hauling equipment with a tandem axle equipment trailer, goose neck trailers to the work sites such as track loaders, rubber-tired loaders, etc.
- Assists semi-skilled laborers, skilled laborers and crew with carts, containers, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and landscaping grounds, and other assigned responsibilities.
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work.
- Operates an ASL, FEL roll off, knuckle boom etc. all in a safe and efficient manner for the solid waste and recycling collections for the city.
- Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials.
- Supervises the crew to ensure that the tasks are completed safely, correctly and efficiently.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Follows and relays all instructions to complete all tasks as directed with a small working crew.
- Performs any additional tasks assigned by the immediate supervisor.

Knowledge, Skills and Abilities

- Mastered skill in the methods and techniques of automotive and heavy equipment operation.
- Knowledge of traffic laws, ordinances and rules involved the operation of automotive vehicles and heavy equipment.
- Mastered skill in occupational hazards of applicable safety precautions in operating equipment.
- Knowledge of the geography of the city, including the locations of streets, or the ability to acquire this knowledge rapidly.
- Mastered skill in the operation of various types of standard automotive and heavy-duty equipment as demonstrated by a driving test.
- Mastered skill in maintenance of equipment; ability to make emergency repairs.
- Mastered skill in working safely in and around traffic, heavy machinery, and moving equipment.
- Ability to identify and follow appropriate safety practices.
- Ability to perform a variety of skilled tasks related to solid waste collections, recycling collections and processing, wood grinding and screening.
- Ability to read and understand measuring devices (e.g., tape measure, level).
- Supervisory skills to oversee the crew to ensure that tasks are completed safely, correctly and efficiently.
- Mastered skills in safe and efficient operations of all collections trucks and equipment.
- Ability to follow and relay to a crew both oral and written instructions.
- Mastered skill and certified experience in the operation of solid waste collections vehicles, as well as knowledgeable experience with heavy equipment including some supervisory experience.
- Experience using computers and electronic devices to include tablets, cell phones, and software.
- Knowledge in operating video equipment and repairs to electronics

Qualifications:

- 5+ years of experience in solid waste management.
- Must maintain Smith System Driver Trainer Certification

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 B – Unrestricted Prefer Class A.

- Position is subject to random drug testing.

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.).

EMPLOYEE ACKNOWLEDGMENT:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Office Manager

Department: Sanitation

MISSION STATEMENT:

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Reports to: Superintendent

Compensation: Full-time Hourly

DESCRIPTION:

The Office Manager is a responsible supervisory position which oversees the daily administrative operations for the City of Cullman Sanitation Department. This position can sometimes be a high-stress, fast-paced setting.

The Office Manager ensures seamless workflow by coordinating schedules, managing communications, maintaining office systems and supporting cross-functional teams. They maintain confidentiality, improve organizational efficiency, and foster a stable, productive work environment.

Employees in this class perform responsible supervisory clerical work or varied work of a responsible and complex nature. Supervision may be exercised over a clerical staff doing specialized work, or over a large group performing routine duties. Employees exercise considerable independent judgment based on knowledge gained through experience. Instructions are received from superiors on matters of policy and new assignments and usually consist only of statements of desired objectives and work problems involving departures from standard policies are reviewed with superiors for final decisions.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Plans, assigns and reviews work of a medium size group of clerical employees according to standard policies and procedures; or independently performs a variety of advanced clerical tasks.
- Explains departmental policies and regulations to other employees and the public; answers complaints; independently composes correspondence relating to Sanitation operations

- Assists department head in handling administrative details within entire department personnel.
- Day-to-day operation may involve communication with varied responsible public contacts.
- Must be able to collaborate effectively with the Accounting Department regarding cutoffs, late notices, and any additional concerns associated with sanitation services billing.
- Operates standard office machines incidental to clerical assignments.
- May assist with employee assessments, reprimands, hiring, resignation, or termination.
- Computes fees, processes payments, issues receipts, reconciles daily fees and submits financial records to the appropriate department.
- Maintains various records and reports pertaining to sanitation activities.
- Types purchase requisitions, memos, reports and correspondence from drafts, rough notes, dictating machines or oral instructions.
- Performs any tasks required or requested by the Sanitation Superintendent.
- Conducts and maintains inventory listings for the office of assignment.
- Prepares reports, including but not limited to, ADEM, payroll forms, bills, or billing requests as may be required by the sanitation department. Maintains files associated with these reports.
- Scheduling and calendar management
- Coordinates meetings, events, training and travel
- Prioritizes tasks, manages deadlines
- Conflict resolution
- Supervises administrative staff, delegating tasks, motivating and supporting team members
- Trains new employees
- Implements procedures to improve office processes and workflows
- Generates sanitation billing
- Coordinates routing service stops and generates work orders

Qualifications:

- Mastered skills in clerical and customer service required.
- Experience in a utility or municipal environment is required.
- Experience with supervision.
- Experience with standard bookkeeping practices is desired.
- Eligible to maintain a valid Alabama driver's license.

Knowledge, Skills, and Abilities:

- Excels at prioritizing tasks, resolving issues quickly and making operational decisions under tight deadlines.
- Strong leadership, communication, and problem-solving skills are essential, along with the ability to remain calm, organized and solutions-focused in high stress situations.
- Considerable knowledge of policies and procedures for the City of Cullman, modern office practices and procedures of business and commercial mathematics as well as operating personal computers and associated software packages.
- Ability to keep complex clerical records and/or simple accounting records, and to prepare reports from such records.
- Ability to plan, organize and coordinate the work of a medium size group of clerical employees performing varied clerical operations for the entire sanitation department.
- Ability to make relatively complex mathematical computations
- Ability to perform all clerical jobs and responsibilities in the sanitation department office in the case of employee absence with speed and accuracy.
- Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature Date

Witness Date

City of Cullman Job Description

Position Title: Sanitation Driver I

Department: Sanitation

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 / Assistant Superintendent

Compensation: Full-time / Hourly

DESCRIPTION:

This is skilled position with work focused on the operation of trucks and related automotive equipment, including attached mechanical equipment, as a major portion of work assignments

Employees in this class are responsible for the skilled and safe operation of automotive equipment and for the prompt execution of assignments according to established routine or special instructions received from a supervisor. Employees may also perform manual labor, and the duties frequently include responsibility for supervising employees assigned to trucks as loaders or helpers. Where equipment operation is less difficult or strenuous, there is added responsibility for performance of supervisory or related semi-skilled tasks. Work is reviewed through personal inspection and through observation of compliance with established work or route schedules.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Drives, operates, lifts and dumps refuse containers into Sanitation trucks. This includes Knuckle Boom, Recycle, Rear load and other units as assigned.
- Empties garbage cans and loads trash (limbs, leaves, grass, etc.) into the Sanitation truck.
- Uses pitch forks, shovels and similar hand tools to pick up general refuse and trash from curbside and other areas.
- Exercises appropriate safety precautions while vehicle is in operation. Judges height and distance when truck is in operation.
- Completes designated refuse collection route and delivers waste.

- Performs daily pre-trip inspection of vehicle. Fuels and cleans truck at the end of the day, and performs light preventative maintenance (greasing of pinch points, etc.)
- May be placed on emergency call outs.
- Performs other duties as assigned.
- Follows directions for assigned tasks
- Any other task deemed necessary by the immediate supervisor.

QUALIFICATIONS:

- Some experience in the operation of trucks and related automotive equipment.
- Maintain a valid Alabama CDL driver's license Class B

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the methods and techniques of automotive equipment operation.
- Knowledge of the traffic laws, ordinances and rules involved in the operation of automotive vehicles.
- Some knowledge of occupational hazards of applicable safety precautions in operating equipment.
- Some knowledge of the geography of the city, including the locations of streets, or the ability to acquire this knowledge rapidly.
- Skill in the operation of various types of standard automotive equipment as demonstrated by a driving test.
- Ability to understand and follow oral and written instructions.
- Ability to maneuver various sized vehicles
- Eyesight sufficient to pass a standard driving test
- Physical strength and endurance to perform heavy manual labor, sometimes in adverse weather conditions
- Able to walk on even or rough terrain, rocky or sandy soil, in wet or slippery conditions
- Ability to enter manholes and work in close and enclosed areas
- Bending, stooping, and heavy lifting are required in this position
- Ability to handle moderate to extreme weather conditions (temperatures, heat, rain, cold, etc.)
- Mandatory to work overtime and/or alternating shifts, including weekends, as required.
- Position subject to random drug testing.

EMPLOYEE ACKNOWLEDGMENT:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature Date

Witness Date

City of Cullman Job Description

Position Title: Sanitation Driver II

Department: Sanitation

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 / Assistant Superintendent

Compensation: Full-Time / Hourly

DESCRIPTION:

This is skilled position with work in the operation of trucks and related automotive equipment, including attached mechanical equipment, as a major portion of work assignments

Employees in this class are responsible for the skilled and safe operation of automotive equipment and for the prompt execution of assignments according to established routine or special instructions received from a supervisor. Employees may also perform manual labor, and the duties frequently include responsibility for supervising employees assigned to trucks as loaders or helpers. Where equipment operation is less difficult or strenuous, there is added responsibility for performance of supervisory or related semi-skilled tasks. Work is reviewed through personal inspection and through observation of compliance with established work or route schedules.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Drives, operates, lifts and dumps refuse containers into Sanitation trucks. This includes Front Load, Roll Off and other units as assigned.
- Empties garbage cans and loads trash (limbs, leaves, grass, etc.) into the Sanitation truck.
- Uses pitch forks, shovels and similar hand tools to pick up general refuse and trash from curbside and other areas.
- Exercises appropriate safety precautions while vehicle is in operation.
- Judges height and distance when truck is in operation.
- Completes designated refuse collection route and delivers waste.
- Performs daily pre-trip inspection of vehicle.

- Fuels and cleans truck at the end of the day, and performs light preventative maintenance (greasing of pinch points, etc.)
- May be placed on emergency call outs.
- Performs other duties as assigned.
- Follow directions for assigned tasks.
- Any other task deemed necessary by the immediate supervisor.

QUALIFICATIONS:

- This position requires 5 years of commercial driving experience in solid waste collection vehicles and/or equipment.
- Smith System Driver Training Certification Required.
- Requires a Class B CDL.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the methods and techniques of automotive equipment operation.
- Knowledge of the traffic laws, ordinances and rules involved in the operation of automotive vehicles.
- Some knowledge of occupational hazards of applicable safety precautions in operating equipment.
- Some knowledge of the geography of the city, including the locations of streets, or the ability to acquire this knowledge rapidly.
- Skill in the operation of various types of standard automotive equipment as demonstrated by a driving test.
- Ability to understand and follow oral and written instructions.
- Ability to maneuver various sized vehicles.
- Eyesight sufficient to pass a standard driving test.
- Physical strength and endurance to perform heavy manual labor, sometimes in adverse weather conditions.
- Able to walk on even or rough terrain, rocky or sandy soil, in wet or slippery conditions.
- Be able to enter manholes and work in close and enclosed areas.
- Bending, stooping, and heavy lifting are required in this position.
- Ability to handle moderate to extreme weather conditions (temperatures, heat, rain, cold, etc.)
- Mandatory to work overtime and/or alternating shifts, including weekends, as required.
- Position subject to random drug testing.

EMPLOYEE ACKNOWLEDGMENT:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Welder

Department: Sanitation

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 / Assistant Superintendent

Compensation: Full-Time / Hourly

Description:

This is skilled work in the use of acetylene and electric arc-welding equipment requiring fabrication and repairs to iron and steel equipment.

Work involves the application of trade skills including a wide variety of welding, brazing, bench, and anvil work on ferrous and non-ferrous metals. Assignments are typically received orally or in writing. The employee determines the methods, tools, and techniques to be used. Work is performed in accordance with established policies and procedures. Work is reviewed daily upon completion of a job and evaluated for adherence to established procedures. No supervision is exercised over other employees.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Preheats and cleans metal; lays out, cuts, and fits material for welding; determines proper heat; selects the proper type and size of electrodes for correct penetration and strength of welded metals.
- Welds and repairs include but are not limited to containers, trailers, etc. according to measurement specifications.
- Welds on trucks, backhoes, and loaders; repairs or replaces buckets and blades; blows out old welds; patches beds and holes; repairs frames, tailgates and containers.
- Cuts off blades on rubber tire loaders, bulldozers and trucks as needed.
- Utilizes an electric welder, torch, air grinder, band saw, bench grinder, hand grinder, arc gouger, TAS welder and truck to perform essential functions.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

- Works shift work, overtime, weekends and on-call work as required.
- Picks up materials; communicates with vendors to obtain needed materials and supplies on the truck and in the shop.
- Performs work for other departments when requested.

Qualifications:

- Experience in the welding and fabrication trade is required; or any equivalent combination of education, training, and experience that demonstrates the above listed knowledge, skills, and abilities.
- Alabama driver's license required
- Welding Certification preferred
- Employment is contingent upon successfully passing a pre-employment physical and drug test.
- Position is subject to random drug testing.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the methods, materials, tools, and practices for the welding trade.
- Knowledge of the properties of ferrous and non-ferrous metals, and their capacities for bending, hardening, tempering, and otherwise changing in quality or appearance.
- Knowledge of proper temperature settings for each type of metal.
- Knowledge of the occupational hazards and safety precautions of the welding trade.
- Ability to follow oral and written instructions.
- Ability to read sketches, diagrams, and models.
- Ability to operate an electric welder, torch, air grinder, band saw, bench grinder, hand grinder, arc gouger, tas welder and truck to perform essential functions.
- Skill in the care and use of tools and equipment common to the welding trade.

Physical Requirements:

- Work involves the ability to work in confined spaces
- Lift heavy objects
- Crawl under or on trucks and equipment to cut and weld
- Standing for extended periods of time to torch and weld
- Climbing on step ladders to reach high locations
- The ability to weld over your head

Employee Acknowledgement:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date