

RESOLUTION NO. 2026 – 83

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 nineteen job descriptions for the Water and Sewer Department.
- b) Approve and add the following positions to the job classifications for the Water and Sewer Department:
GIS Technician, Compliance Officer, Inventory Specialist, Line Locator, Mechanical Technician, Utilities Inspector.
- c) Approve a pay plan for Municipal Court.

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

President of the City Council

ATTEST:

City Clerk

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

Mayor

COUNCIL AGENDA REQUEST

Date: 03/17/2026

Department: Human Resources Name: Michelle Bates

Phone: 2526-775-7125 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:

Submitting 19 job descriptions for Water/Sewer for adoption
~~Requesting the following positions be added to the job classifications: GIS Technician, Grade H; Compliance Officer, Grade K; Inventory Specialist, Grade I; Line Locator, Grade E; Mechanical Technician, Grade H; Utilities Inspector, Grade I~~

Supporting Documentation:

Attach supporting documentation.

Signed by:
 Signature: 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:
 Signature: Pam Leslie Date: March 17, 2026 | 1:49 PM CDT
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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:
 Signature: Kim Hall Date: March 17, 2026 | 1:53 PM CDT
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by:
 Signature: Kim Hall Date: March 17, 2026 | 4:01 PM CDT
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 03/23/2026

Comments:

Signed by:
 Signature: Wes Moore Date: 03/17/2026
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City of Cullman Job Description

Position Title: Administrative Clerk

Department: Water / Wastewater

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: Water-Sewer Superintendent

Compensation: Full-Time / Hourly

Description:

The Administrative Clerk performs clerical, customer service and recordkeeping duties to support the day-to-day operations of the City of Cullman Water and Sewer Department. This position assists with billing, service requests, data entry, and departmental communication to ensure accuracy of water and sewer accounts. This position involves complex and diverse clerical duties, requiring a high degree of accuracy in documentation and administrative support.

Detailed Work Activities:

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

- Cross trains to obtain the ability to perform all clerical jobs and responsibilities in the water and sewer department office.
- Responds to customer inquiries regarding water bills, service connections, payments and consumption.
- Provides high-quality service by responding to customer inquiries in person, via telephone, and through email with professionalism and efficiency.
- Processes service requests such as new connections, disconnections, meter checks and leak reports.
- Calculates fees, processes payments, issues receipts, reconciles daily fees and submits financial records to the appropriate department.
- Maintains and updates customer account information, address changes, any approved adjustments and service requests.
- Assists with cutoffs, late notices and other billing concerns as needed.
- Schedules and maintains appointments and assigns service calls.

- Receives, records and forwards complaints to the proper personnel.
- Digitally prepares purchase requisitions, memos, reports and correspondence from drafts, rough notes, dictating machines and/or oral instructions.
- Sorts, distributes and files incoming mail as required.
- Must be able to collaborate effectively with the Billing Department regarding cutoffs, late notices, and any additional concerns associated with water and sewer billing when the Office Manager is not available.
- Prepares reports, including but not limited to, ADEM, payroll forms, bills, or billing requests as may be required by the water and sewer department when the Office Manager is not available.
- Performs other duties as determined by the supervisor.

Qualifications:

- High school diploma or equivalent; Associate degree preferred.
- Clerical and customer service experience required.
- Experience in a utility or municipal environment preferred.
- Experience with standard bookkeeping practices preferred.
- Must have a valid Alabama Driver's License.

Knowledge, Skills, and Abilities:

- Represents the City of Cullman with integrity, professionalism, and respect.
- Demonstrates strong written, digital, and verbal communication skills.
- Excellent organization skills, multitasking ability, attention to detail, and problem-solving skills.
- Accuracy in numerical data entry and financial handling, (including solving relatively complex mathematical computations and tabulations accurately).
- Works collaboratively with City personnel and the public.
- Basic knowledge of governmental/community operations, and business organizations/resources.
- Ability to make decisions according to regulations and established policies.
- Must be able to work with various filing systems, including computer-based systems and software.
- Must be reliable and punctual.
- Ability to work both independently and with a team.

Working Environment:

The work environment is typically indoors in a well-lit, climate-controlled office setting.

Physical Demands:

- Must be able to sit, stand, walk, stoop, and lift up to 40 pounds.
- Works a minimum of 40 hours per week; nights and weekends may be required based on events and special projects.

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: Assistant Superintendent

Department: Water / Sewer

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 accommodations for qualified individuals with known disabilities.

Reports to: Superintendent

Compensation: Full-Time / Salary (OT Exempt)

Description:

This position performs supervisory, administrative and technical services to assist the Water-Sewer Superintendent in planning, organizing and directing the activities and operations of the water and sewer departments. In the absence of the Water-Sewer Superintendent, the Assistant Superintendent assumes all authority and duties.

Detailed Work Activities:

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

The Assistant Superintendent duties involve establishing procedures; formulating projects; assessing program effectiveness, and investigating or analyzing a variety of unusual conditions, problems or questions. The work product affects a wide range of agency activities; major activities of industrial concern or the operation of other agencies related to water and wastewater infrastructure for the City of Cullman.

- Receives general supervision from the Superintendent and is evaluated based upon the achievement of assigned goals and objectives. In the absence of the Superintendent, the Assistant provides direct supervision to the utility's foremen, water and sewer distribution crews, technicians, utilities office clerks and other department employees as needed.

- Makes assignments by defining objectives, priorities and deadlines;
- Assists the employee with unusual situations that do not have clear precedents.
- Plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation.
- Monitors department policies and procedures, goals and objectives and provides feedback to the Superintendent to ensure operational efficiency
- Performs department planning, including short-term and long-term goals and objectives, capital improvement programs and employee training
- Assists with project management
- Develops and coordinates training programs for all departmental personnel to maintain state certifications and adherence to safety standards; including tailgate talks focused on safety
- Establishes written standard operating procedures (SOPs)
- Assists with the development of water and sewer 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 reports findings to the Superintendent
- Maintains effective communications and working relationships with staff as well as regulatory agency personnel, consultants, vendors and contractors
- Performs other related duties as required

Qualifications:

- 5-8+ years of experience in water/wastewater distribution (supervisory experience preferred).
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class A - Unrestricted.
- Must maintain Grade 1 State Certification (dual certification preferred).

Knowledge, Skills and Abilities:

- Knowledge of public works department operations, technology, practices and policies.
- Knowledge 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 water and wastewater distribution and safety.
- Knowledge of 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.
- Availability to work overtime, rotating shifts, and weekends/holidays as needed.

WORKING ENVIRONMENT:

The work environment is typically indoors in a well-lighted, climate-controlled office setting. Occasional outdoor work will be required, sometimes in various weather conditions.

PHYSICAL DEMANDS:

- 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: Compliance Officer

Department: Water / Wastewater

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 (may vary by assignment)

Compensation: Full-Time / Hourly

Description:

The Compliance Officer is responsible for coordinating and performing duties related to the City's day-to-day compliance with various environmental regulations as they pertain to water and sewer. The Compliance Officer oversees and performs a variety of biological, chemical, and physical tests both in the field and in laboratory settings for water and sewer. Duties are performed under the supervision and direction of higher-level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines.

Detailed Work Activities:

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

- Develops, implements, and performs procedures and guidelines to ensure compliance with applicable federal, state, and local regulations pertaining to water and sewer
- Collects and performs a variety of biological, chemical, and physical tests and analyzes both in field and laboratory settings for water and sewer
- Operates, maintains and cleans a variety of laboratory equipment
- Implements laboratory testing procedures as required by federal and/or state regulations; interprets test results; and collaborates with water and sewer treatment personnel to effect necessary changes in plant operations
- Develops, implements, and performs procedures and guidelines for the City's Pretreatment Program; including inspecting commercial and industrial facilities for compliance with all applicable federal, state, and local standards and law
- Responds to complaints regarding industrial waste dischargers

- Develops, implements, and performs duties related to industrial waste discharge and sewer use, including preparing and issuing permits, inspecting and monitoring commercial and industrial facilities to ensure compliance with all applicable federal, state, and local statutes and guidelines
- Maintains an updated commercial and industrial wastewater survey and discharge permit file; and prepares periodic reports on the effects of commercial and industrial discharges into the City's wastewater treatment system
- Composes, compiles, tracks, and analyzes information related to program and compliance oversight duties, including compiling information and preparing a variety of records and reports related to regulatory monitoring requirements, creating, maintaining, and updating databases
- Prepares the City's monthly and annual Water and Wastewater Quality Reports
- Prepares a variety of public education materials regarding the City's water and wastewater treatment programs
- Provides technical and functional supervision to assigned staff
- May perform duties related to the operation and maintenance of the wastewater treatment, wastewater collection, water treatment, and water distribution systems
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws and related regulatory guidelines pertaining to water and sewer procedures and practices.
- Regulations of water and sewer sampling; standard methods, techniques and equipment used in field sampling and laboratory testing of water and sewer.
- Knowledge of federal, state and local pretreatment and hazardous waste regulations; principles, practices, and techniques for pretreatment facility inspection.
- The basic principles and techniques of organic chemistry and microbiology; related water and sewer treatment principles and practices.
- The use of personal computers and applicable software programs, including the use of spreadsheet and database programs; data analysis techniques; principles of applicable mathematical functions and analysis; and technical report writing principles and practices.
- Ability to read, analyze, understand and apply a wide variety of laws, rules and regulations, instruction manuals, blueprints, diagrams, labels, and other technical information.
- Ability to conduct sampling and testing of water and sewer.
- Ability to organize work, set priorities and work with minimal supervision.

- Skill to operate and maintain a testing laboratory and related equipment.
- Ability to develop and maintain accurate records.
- Ability to use sound independent judgment within general policy and procedural guidelines.
- Ability to prepare written and oral reports.
- Skill in the use of personal computers and applicable software programs
- Ability to establish and maintain effective and cooperative working relationships with others contacted in the course of work.
- Working knowledge of Water/Wastewater distribution and day-to-day operations.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

Qualifications:

- 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.
- 5+ years of experience in water/wastewater distribution.
- Must maintain Grade 1 State Dual Certification in Water and Wastewater.
- Position is subject to random drug testing.

Working Environment:

The work environment is typically indoors in a well-lighted, climate-controlled office setting. Occasional outdoor work will be required, sometimes in varied weather conditions.

Physical Demands:

- 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: Crew Foreman

Department: Water / Wastewater

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 a supervisory position that is assigned to a small working crew performing water or wastewater assignments for the City of Cullman Water and Wastewater Department as a major portion of work assignments. Work will also include a variety of heavy manual labor, construction, repair, and maintenance activities essential to the operation of the City's public utilities infrastructure.

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 the area of assignment. Employees receive general instructions from a supervisor.

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.

Detailed Job Activities:

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

- Ensures work is performed in accordance with traffic laws, city ordinances, resolutions, code, and departmental and city policies and procedures
- Supervises a small working crew to perform water/wastewater maintenance, emergencies, water installations, sewer installations, and water main flushing, safely, correctly and efficiently

- Responsible for performance of supervisory or related skilled tasks
- Operates mechanical saws and cuts trees, limbs, and brushes 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as transit, laser level, total station, jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state requirements
- Services equipment and makes field repairs and adjustments; services or perform 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 sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks
- Assists semi-skilled laborers, skilled laborers and crew leaders with laying rocks, pipes, pouring concrete, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and installations to sewer lines, restoring and landscaping grounds, and other assigned responsibilities
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work
- Operates a backhoe, trencher, side boom or forklift and install and repair sewer lines and water lines
- Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials
- Performs water/wastewater maintenance, including emergencies, water installations, sewer installations, and water main flushing
- 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 and 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 and running adjustments
- 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 water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser
- Ability to read and comprehend engineered drawings and set grades to drawing specifications
- Supervisory skills to oversee a small working crew to ensure that the tasks are completed safely, correctly and efficiently
- Mastered skill in water/wastewater maintenance, emergencies, water installations, sewer installations, and water main flushing
- Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge in locating equipment
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team

Qualifications:

Mastered skill and certified experience in the operation of heavy-duty equipment, including some supervisory experience

- Availability to work overtime, rotating shifts, and weekends/holidays as needed
- 5+ years of experience in water/wastewater distribution
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class A - Unrestricted
- Must maintain Grade 1 State Certification (dual certification preferred)
- Position is subject to random drug testing

Physical Demands:

- 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: Equipment Operator

Department: Water / Wastewater

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 accommodations for qualified individuals with known disabilities.

Reports To: Varies by assignment

Compensation: Full-time / Hourly

Description:

This is semi-skilled work involving the operation of trucks, automotive equipment, including mechanical equipment, attachments, and other related equipment for the City of Cullman Water and Wastewater Department. Work also includes a variety of construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

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.

- Routine tasks are completed with moderate independence
- Work is performed in accordance with traffic laws, city ordinances, resolutions, code, and departmental and city policies and procedures.
- 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.)

- Operates trucks, automotive equipment, skid steer, backhoe, mini excavator, and related machinery
- 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state requirements.
- Drives trucks hauling dirt, sand, gravel, lumber, and other materials to or from places of work
- Services equipment and makes minor field repairs and adjustments; reports the need for major repairs to equipment
- Supervises as required and performs manual labor in loading, unloading and other related work
- Operates small/heavy trenching equipment
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills and Abilities:

- Knowledge of the methods and techniques of automotive equipment operation
- Knowledge of traffic laws, ordinances and rules involved 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
- Knowledge of basic preventive maintenance on assigned equipment

- 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 semi-skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser
- Ability to follow both oral and written instructions
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team
- Basic knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge of locating equipment

Qualifications:

- Some experience in the operation of trucks and related automotive equipment
- 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
- Position is subject to random drug testing

Physical Demands:

- 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: Equipment Operator II

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

This is skilled work involving the operation of heavy-duty tandem trucks, or similar type equipment for the City of Cullman Water and Wastewater Department as a major portion of work assignments. Work will also include a variety of heavy manual labor, construction, repair, and maintenance activities essential to the operation of the City's public utilities infrastructure.

Scope of work:

Employees in this class are responsible for the skilled and safe operation of medium sized equipment. Work may also involve hauling supplies and materials to and from the work site, performing minor maintenance on equipment, and performing heavy manual labor.

- 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 with limited supervision and consult with the supervisor as needed.
- Work is performed in accordance with traffic laws, city ordinances, resolutions, code, and departmental and city policies and procedures.
- Work is reviewed daily by the supervisor and through performance appraisals. Incumbents may oversee the work of subordinate employees.
- 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.)

- 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers.
- Assembles and installs traffic control signs in compliance with state requirements
- Services equipment and makes minor field repairs and adjustments; reports the need for major repairs to equipment
- Supervises as required and performs manual labor in loading, unloading and other related work
- Operates heavy trenching equipment
- Operates tandem and/or tri-axle trucks involved with sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks
- Assists semi-skilled laborers, skilled laborers and crew leaders with laying rocks, pipes, pouring concrete, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and installations to sewer lines, restoring and landscaping grounds, and other assigned responsibilities
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills, and Abilities:

- Working knowledge of the methods and techniques of automotive and heavy equipment operation
- Working knowledge of traffic laws, ordinances and rules involved the operation of automotive vehicles and heavy equipment

- Working knowledge of occupational hazards of applicable safety precautions in operating equipment
- Working 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 and heavy-duty equipment as demonstrated by a driving test
- Working knowledge of maintenance on assigned equipment
- Skill 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 semi-skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser
- Ability to follow both oral and written instructions. Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge in locating equipment
- Ability to safely operate and maneuver vehicles of various sizes
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team

Qualifications:

- Skilled and certified experience in the operation of heavy-duty tandem trucks, or similar type equipment
- 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
- Position is subject to random drug testing

PHYSICAL DEMANDS:

- 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: Facility Maintenance

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

This is a semi-skilled and frequently minor supervisory work in the maintenance of equipment, grounds, and buildings.

Detailed Work Activities:

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

- Performs rough carpentry work such as building concrete forms, wooden fences, shipping crates and other work in connection with the construction and maintenance of water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Operates light truck and other automotive and related equipment
- Operates mechanical saws, cuts and fells trees and branches, observing precautions against personal injury or property damage
- Performs miscellaneous mechanical and maintenance repair tasks requiring familiarity with basic trade practices in carpentry, painting, masonry, plumbing or similar operations
- Performs manual labor in loading, unloading or other related work as required.
- Operates and uses all hand tools required
- Cleans buildings
- Paints buildings and equipment
- Operates various types of riding mowers, leaf blowers, and weed eaters
- Performs light maintenance on mowers
- Assists others on heavier maintenance tasks
- Generates and maintains maintenance records

- Makes rounds and checks equipment weekly
- Any other task deemed necessary by the immediate supervisor

Knowledge, Skills, and Abilities:

- Some knowledge of the methods and techniques of automotive equipment operation
- Some knowledge of 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
- General knowledge of computers
- Skilled in the operation of various types of standard automotive equipment as demonstrated by a driving test
- Ability to perform minor repairs and adjustments and to service automotive equipment
- Ability to perform tasks such as but not limited to; repairs to water utilities, sewer utilities, roads, landscaping, etc.
- Ability to understand and follow oral and written instructions
- Ability to repair pumps

Qualifications:

- Some experience in the operation of trucks and related automotive equipment
- 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
- Optional CDL as required by Superintendent
- Position is subject to random drug testing

Physical Demands:

- 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
- 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: Geographic Information System (GIS) Coordinator

DEPARTMENT: Water / Wastewater

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 / Hourly

Description:

GIS coordinators are responsible for the use of GIS software, hardware, and other various mapping and cartography processes to collect and maintain data on utilities, public works, and other related fields that require geolocation.

GIS coordinators must have knowledge of GIS databases and be able to coordinate with contractors, engineers, and outside database managers to share collected data from the city GIS database and sometimes convert them to different formats.

Detailed Work Activities

- May attend meetings, seminars, training sessions or other required functions and prepare reports for the department, or for other officials, employees and the public as needed
- May assist with dissemination of information for various city departments through data packages, converted coordinate system formats, various digital formats, or physical deliverables
- Collects data in the field that requires on site operations and monitoring of future developments
- May develop and implement special projects and programs under the direction of the Department Head and/or the Mayor and City Council
- Trains and troubleshoots employees' GIS hardware and software issues
- Maintains and updates the city GIS database and communicates with database consultants on any issues or updates to the system

- Assists the Water-Sewer Superintendent with any duties assigned to the Department
- Performs any other duties as may be required

QUALIFICATIONS:

- Bachelor's degree in GIS or similar related field, and previous work experience in GIS, engineering, or geolocation preferred
- A minimum of five years' experience in supervisory management, planning, or other field related to the position
- A minimum of five years' experience in a position requiring little supervision and exercising independent judgement in the department to which they are assigned, or in a supervisory or management capacity in related work
- Additional related experience may be substituted for part of the educational requirements

Knowledge, Skills, and Abilities:

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

- Ability to represent the City of Cullman with integrity, professionalism, and respect
- Demonstrates strong written, digital, and verbal communication skills
- Computer skills and knowledge of digital geolocations systems are essential.
- Employee must have the ability to communicate orally and in writing with officials, employees, and the public, clearly, concisely, logically, and coherently
- Must be able to read and infer information from various different engineering drawings, as-builts, and proposal plans
- Must be able to work under minimal supervision, from very rough and generalized directions to achieve desired results
- Must maintain a valid Alabama Driver's license

Physical Demands:

- Must be able to sit, stand, walk, stoop, and lift up to 40 pounds
- Works a minimum of 40 hours per week

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: Heavy Equipment Operator

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

DESCRIPTION:

This role requires mastered skill with work involving the operation of heavy-duty equipment for the City of Cullman Water and Wastewater Department as a major portion of work assignments. Work will also include a variety of heavy manual labor, construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

Employees in this class are responsible for the mastered skill and safe operation of heavy equipment in area of assignment. Employees receive specific instructions from a supervisor to perform maintenance or construction assignments involving heavy equipment operations.

- 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 and consult with the supervisor as needed.
- Work is performed in accordance with traffic laws, City ordinances, resolutions, code, and departmental and City policies and procedures.
- Work is reviewed by the supervisor and through performance appraisals.
- Incumbents may oversee the work of subordinate employees.
- 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 brushes 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as transit, laser level, total station, jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state 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 sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks
- Assists semi-skilled laborers, skilled laborers and crew leaders with laying rocks, pipes, pouring concrete, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and installations to sewer lines, restoring and landscaping grounds, and other assigned responsibilities
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work
- Operates a backhoe, trencher, side boom or forklift and installs and repairs sewer lines and water lines
- Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials
- 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

Knowledge, Skills and Abilities:

- Mastered skill in the methods and techniques of automotive and heavy equipment operation
- Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge of locating equipment
- 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 and running adjustments
- 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 water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser
- Ability to read and comprehend engineered drawings and set grades to drawing specifications
- Ability to follow both oral and written instructions

Qualifications:

- Mastered skill and certified experience in the operation of heavy-duty equipment
- 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

Physical Demands:

- 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: Inventory Specialist

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

The Water and Wastewater Inventory Specialist is responsible for managing, tracking, and controlling inventory levels for water and wastewater infrastructure. This role ensures that all chemicals, equipment, tools, spare parts and materials required for water and wastewater work are properly stocked, documented and compliant with regulatory and safety standards. The employee in this role supports operations by coordinating timely purchasing, monitoring usage, and maintaining accurate inventory records. Work may involve the operation of heavy-duty equipment for the City of Cullman Water and Wastewater Department as portion of work assignments. Work will also include a variety of heavy manual labor, construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Major Job Tasks:

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

- Generates purchase requisitions and quotes for inventory replenishment
- Tracks incoming and outgoing materials, ensuring proper documentation within the appropriate inventory management system
- Conducts routine inventory audits and cycle counts to ensure accuracy
- Monitors stock levels to prevent shortages and recommends reorder quantities
- Works closely with accounting, vendors, and suppliers to ensure timely delivery of materials
- Researches suppliers to determine best pricing, availability and quality
- Coordinates returns or replacement of damaged or incorrect items

- Receives, inspects and properly stores inventory materials in accordance with safety and regulatory guidelines
- Maintains organized and clearly labeled stockrooms and warehouse shelves
- Updates and maintains accurate records within the inventory software
- Prepares inventory reports for management, including usage trends, forecast needs and budget impacts
- Provides documentation for compliance agencies
- Coordinates with water and wastewater crews to anticipate inventory needs
- Ensures critical parts and consumables are available for emergency repairs and routine maintenance of water and wastewater infrastructure
- Assists with audits, inspections and compliance documentation
- Performs various mechanical and maintenance repair tasks involving basic carpentry, painting, masonry, plumbing, or similar trades
- Uses equipment such as transit, laser level, total station, jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state 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 sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work. Operates a backhoe, trencher, side boom or forklift and install and repair sewer lines and water lines. Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills, and Abilities:

- Knowledge of supply and vendor coordination
- Skilled in material handling and storage
- Skilled in data entry and reporting of inventory records
- Organization and computer skills for proper records within the inventory system
- Mastered skill in the methods and techniques of automotive and heavy equipment operation

- Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge of locating equipment
- 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 and running adjustments
- Mastered skill in working safely in and around traffic, heavy machinery, and moving equipment
- Ability to identify and follow appropriate safety practice.
- Ability to perform a variety of skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser
- Ability to read and comprehend engineered drawings and set grades to drawing specifications
- Ability to follow both oral and written instructions

Qualifications:

- Experience in inventory management, warehouse operations; preferably in utilities
- Mastered skill and certified experience in the operation of heavy-duty equipment
- 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
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team

Physical Demands:

- 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 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: Labor Foreman Supervisor

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

This is a supervisory position that oversees day-to-day operations of the labor for the water or wastewater department employees and assignments for the City of Cullman Water and Wastewater Department as a major portion of work assignments. This role has administrative responsibilities as well as a variety of heavy manual labor, construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

Employees in this class are responsible for supervising daily assignments of field work as well as scheduling and assigning work for water and wastewater tasks and inspection of work performed to ensure that assignments are completed safely, correctly and efficiently. Must have mastered skills for safe operation of heavy equipment in area of assignment.

Major Job Tasks:

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

- Assigns work through a schedule, verbally, in writing, or through work orders. As needed, supervisors may be asked to assist in the labor with the crews to ensure proper knowledge of the work required can be completed.
- Ensures that work is performed in accordance with traffic laws, city ordinances, resolutions, code, and departmental and city policies and procedures.
- Supervises labor of water/wastewater maintenance, emergencies, water installations, sewer installations, and water main flushing.

- Supervises and trains personnel in all aspects of field work related to water and wastewater.
- Reviews work of employees and crews through performance appraisals.
- Ensures work is completed and properly inspected in compliance with established work or route schedules.
- Works under the general direction of the Assistant Superintendent with infrequent daily supervision.
- 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings.
- Uses equipment such as transit, laser level, total station, jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required.
- Reads and uses tape measures and levels; sets up and operates pipe lasers.
- Assembles and installs traffic control signs in compliance with state 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.
- 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 sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites.
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks.
- Assists semi-skilled laborers, skilled laborers and crew leaders with laying rocks, pipes, pouring concrete, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and installations to sewer lines, restoring and landscaping grounds, and other assigned responsibilities.
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work.
- Operates a backhoe, trencher, side boom or forklift and install and repair sewer lines and water lines.

- Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials.
- Performs responsible duties requiring judgement in organization and directing assigned crews, providing instructions and advice while overseeing water/wastewater maintenance projects.
- Assists the Assistant Superintendent with bid/quote preparation and documentation, purchases, supplies and equipment.
- Assists the Assistant Superintendent with long range planning of water/wastewater programs with attention to fire protection, water conservation and general use.
- Maintains detailed and accurate department activity records.
- Prepares oral and written reports for Assistant Superintendent/Superintendent, as needed.
- Advises and coordinates installation and maintenance with contractors, engineers and others on water/wastewater department assets and infrastructure.
- 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 and running adjustments.
- Mastered skill in working safely in and around traffic, heavy machinery, and moving equipment.
- Ability to identify, follow and instruct others to follow appropriate safety practices.
- Ability to perform a variety of skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work.

- Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge in locating equipment
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser.
- Ability to read and comprehend engineered drawings and set grades to drawing specifications.
- Mastered skill in water/wastewater maintenance, emergencies, water installations, sewer installations, and water main flushing.
- Ability to organize and direct crews both with oral and written instructions.
- Knowledge and organization in administrative work
- Ability to keep proper records/documentation.
- Must possess independent problem solving and management abilities.

Qualifications:

- Supervisory experience over daily assignments for water and wastewater operations and labor, as well as mastered skill and certified experience in the operation of heavy-duty equipment.
- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- 5+ years of experience in water/wastewater distribution (supervisory experience preferred).
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class A - Unrestricted.
- Must maintain Grade 1 State Certification (dual certification preferred).
- Position is subject to random drug testing.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

Physical Demands:

- 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: Line Locator

Department: Water / Wastewater

MISSION STATEMENT:

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Reports to: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

The Water and Wastewater Line Locator is responsible for identifying, marking and documenting the location of underground water and sewer infrastructure. This role ensures the safety of excavation projects by accurately locating utility lines using specialized equipment and verifying mapping data. The locator works closely with operators, contractors and the public to prevent service disruptions, system damage and safety hazards. This position may also involve the operation of trucks, automotive equipment, including mechanical equipment attachments and other related equipment for the City of Cullman Water and Wastewater Department as a major portion of work assignments. Work will also include a variety of construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

Employees in this class are responsible for utility line locating. Utility lines must be identified, properly marked with paint, flags or stakes to prevent damage from underground excavation work. Must be skilled in the safe use of automotive equipment and for the prompt execution of assignments according to utility locate tickets, established routines or special instructions received from a supervisor. Employees may also perform manual labor.

- Routine tasks are completed with moderate independence
- Work is performed in accordance with traffic laws, city ordinances, resolutions, code, and departmental and city policies and procedures.
- Work is reviewed through personal inspection and through observation of compliance with established work procedures.

Detailed Work Activities:

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

- Responds to utility locate tickets (e.g., 811 requests) within required timeframes.
- Performs field verification of infrastructure placement and updates records as necessary.
- Maintains accurate and detailed locate records.
- Completes daily locate logs.
- Operates trucks, automotive equipment, skid steer, backhoe, mini excavator, and related machinery.
- 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings.
- Uses equipment such as jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required.
- Reads and uses tape measures and levels; sets up and operates pipe lasers.
- Assembles and installs traffic control signs in compliance with state requirements.
- Drives trucks hauling dirt, sand, gravel, lumber, and other materials to or from places of work.
- Services equipment and makes minor field repairs and adjustments; 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 small/heavy trenching equipment.
- Follows all instructions and completes tasks as directed.
- Performs any additional tasks assigned by the immediate supervisor.

Knowledge, Skills, and Abilities:

- Ability to locate/mark utility services underground; basic knowledge in locating equipment.
- Knowledge of utility line locating equipment, maps and GIS system.
- Some knowledge of the methods and techniques of automotive equipment operation.

- Some knowledge of traffic laws, ordinances and rules involved 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.
- Knowledge of basic preventive maintenance on assigned equipment.
- 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 semi-skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work.
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser.
- Basic knowledge in operating video equipment and repairs to electronics
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Ability to follow both oral and written instructions.

Qualifications:

- Experience in utilities and using specialized locating equipment is required.
- Some experience in the operation of trucks and related automotive equipment.
- 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.
- Position is subject to random drug testing.

Physical Demands:

- 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: Mechanical Technician – Welding & Heavy Equipment

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

The Mechanical Technician – Welding & Heavy Equipment is responsible for maintaining, repairing, and fabricating components for machinery, small and heavy equipment. This role combines mechanical troubleshooting, welding, fabrication and equipment operation to support daily operations and ensure equipment reliability at the City of Cullman Water and Wastewater Department. This technician works both in the shop and in the field. Work will also include a variety of heavy manual labor, construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

Employees in this class are responsible for maintaining, repairing, and fabricating components for machinery, small and heavy equipment (including engines and electrical wiring). Employees receive specific instructions from a supervisor to perform maintenance or construction assignments to include:

- Mechanical maintenance and repair
- Welding and fabrication
- Heavy equipment operation
- Field service support
- There is added responsibility for performance of skilled tasks.
- Work is reviewed through personal inspection and through observation of compliance with established work.

Detailed Work Activities:

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

- Diagnoses and repairs mechanical issues on equipment
- Troubleshoots hydraulic, pneumatic and mechanical systems
- Replaces worn or damaged components (bearings, hoses, belts, seals etc.)
- Performs welding on steel and other metals as required
- Fabricates brackets, guards, tool attachments, and custom parts from drawings or field measurements
- Repairs cracked or damaged metal components on equipment and attachments
- Safely operates heavy equipment to assist in repairs of water and sewer infrastructure
- Communicates repair needs, timelines, and safety concerns to supervisors and operators
- 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as transit, laser level, total station, jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state requirements.
- Operates tandem and/or tri-axle trucks involved with sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks
- Assists semi-skilled laborers, skilled laborers and crew leaders with laying rocks, pipes, pouring concrete, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and installations to sewer lines, restoring and landscaping grounds, and other assigned responsibilities
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work
- Operates a backhoe, trencher, side boom or forklift and install and repair sewer lines and water lines

- Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials
- 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

Knowledge, Skills, and Abilities:

- Proficiency in welding and metal fabrication techniques
- Ability to read and interpret blueprints, technical diagrams and equipment manuals
- Strong troubleshooting skills with mechanical, hydraulic and pneumatic systems
- Ability to safely operate heavy equipment and shop machinery
- Knowledge of traffic laws, ordinances and rules involved the operation of automotive vehicles and heavy equipment
- Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge in locating equipment
- Ability to identify and follow appropriate safety practices
- Ability to read and comprehend engineered drawings and set grades to drawing specifications
- Ability to follow both oral and written instructions

Qualifications:

- Experience in mechanical repair of equipment
- Proficiency in welding and metal fabrication techniques
- Mastered skill and certified experience in the operation of heavy-duty equipment
- 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

Physical Demands:

- 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: Meter Technician

Department: Water / Wastewater

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: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

Under general supervision, the purpose of this position is to perform responsible meter service work. Employees in this classification perform at entry level and are responsible for reading meters, recording consumption, as well as installing, maintaining, and repairing meters and radio transmitters. Objectives are to support correct and timely billing of metered services by accurately and efficiently recording meter readings along a clearly designated work route. Although the employee works independently and is often physically without supervision, duties are performed within the framework of pre-established policies and procedures. This position could also involve manual labor in support of the City of Cullman's Water and Wastewater Department as needed. Work may include a variety of construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

Employees in this class install and replace new residential, commercial and industrial water meters according to utility standards.

Detailed Work Activities:

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

- Verifies meter information (size, type, location, etc.), reads and rereads meters to ensure accurate billing
- Exchanges and trouble-shoots meters of various types and sizes
- Ensures proper sealing, calibration and activation of installed meters
- Inspects water meters for damage, leaks, tampering

- Identifies issues such as low flow, meter stoppage, or reverse flow and resolves promptly
- Conducts accuracy testing and ensures meter is set to regulatory and manufacturer requirements
- Addresses customer-reported issues such as high bills, low pressure, suspected leaks, continuous flows, etc.
- Records meter readings from City of Cullman meters, as well as other local facilities
- Provides field support during leak detection or water usage investigations
- Ensures service work complies with safety standards and utility regulations
Replaces old technology meters with new electronic meters and programs them for radio reading
- Installs, programs and troubleshoots meter transmitters for the radio meter reading system and removes information from data logger and provides customer service for customer inquiries and usage disputes
- Captures GPS data for new meter installation to log locations of meters for radio meter reading
- Repairs meters and registers, replaces worn out parts, repairs leaks, tests meters for accuracy, reviews verification readings, repairs meter wiring damage and meter tampering
- Operates handheld data collection devices, programming devices and command links plus GPS units
- Repairs and replaces broken meter pits, exchanges smaller for larger meter pits and realigns meter pits for proper access to meter and meter equipment
- Works with the City of Cullman Billing department to ensure meter readings are completed within the correct bill cycle
- Assists technicians with retrofitting commercial meters and repairs
- Cleans meter boxes and clears surrounding areas of vegetation and overgrowth
- Operates utility vehicles; cleans and maintains assigned vehicles, tools and equipment
- May assist utility crews with leaks and other water distribution work
- Performs related duties as directed
- Assembles and installs traffic control signs in compliance with state requirements
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills, and Abilities:

- Strong written and verbal communication skills
- Strong work ethic with the ability to work in a fast paced environment with frequent bending, kneeling, and squatting throughout the day
- 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 semi-skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices
- Knowledge of the geography and street locations of the city
- Knowledge of the mechanism and repair of meters
- Ability to read and write English
- Ability to perform routine mathematical computations and tabulations accurately and efficiently
- Ability to clearly communicate information both verbally and in writing
- Skill in the principles and techniques of customer service
- Ability to perform basic meter repairs
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to establish and maintain effective working relationships with supervisors and the public
- Ability to follow both oral and written instructions

Qualifications:

- Skilled in the operation of computers, tablets, notebooks, and various handheld electronic devices
- Must have the ability to effectively utilize hand tools, assemble and disassemble small mechanical components, and perform basic mathematical calculations.
- Prior experience in a utility industry is preferred
- 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
- Certification depends on state requirements
- Position is subject to random drug testing

Physical Demands:

- 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: Water / Wastewater

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 / Hourly

Description:

The Office Manager is a responsible supervisory position, overseeing daily administrative operations for the City of Cullman Water and Wastewater department. This position can sometimes be a high-stress, fast-paced role. The Office Manager ensures seamless workflow by coordinating schedules, managing communications, maintaining office systems and supporting cross-functional teams. This person in this role maintains confidentiality, improves organizational efficiency, and fosters a stable, productive work environment.

Scope of work:

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 usually consisting only of desired objectives. 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 water and sewer operations
- Assists the Superintendent in handling administrative details concerning entire department personnel.
- Day-to-day operations may involve communication with varied public contacts.
- Communicates effectively and collaborates with the Billing Department regarding cutoffs, late notices, and any additional concerns associated with water and sewer billing.
- Operates standard office machines incidental to clerical assignments.
- May assist with employee assessments, reprimands, hiring, resignation, or termination as requested by the Superintendent
- Computes fees, processes payments, issues receipts, reconciles daily fees and submits financial records to the appropriate department.
- Maintains various records and reports pertaining to water and sewer activities.
- Types purchase requisitions, memos, reports and correspondence from drafts, rough notes, dictating machines or oral instructions.
- Verifies and submits payroll for the Water, Wastewater and WWTP departments
- 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 water and sewer department. Maintains files associated with these reports.
- Scheduling and calendar management
- Coordinates meetings, events, training and travel
- Prioritizes tasks, managing deadlines
- Conflict resolution
- Supervising administrative staff, delegating tasks, motivating and supporting team members
- Trains new employees
- Improves office processes and workflows
- Performs any tasks required or requested by the Water/Sewer Superintendent.

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 water and wastewater department
- Ability to make relatively complex mathematical computations with speed and accuracy
- Ability to deal with the public tactfully and courteously and to work harmoniously with other employees
- Ability to perform all clerical jobs and responsibilities in the water and sewer department office in the event of absence in the office

QUALIFICATIONS:

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

EMPLOYEE ACKNOWLEDGMENT:

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Sewer Camera Truck Operator

Department: Water / Wastewater

MISSION STATEMENT:

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Reports to: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role direct and personally perform a variety of tasks related to the Closed-Circuit Televising (CCTV) of the City's wastewater collection and storm systems, and other related appurtenances and regularly perform a variety of functions, and technical tasks relevant to CCTV operation.

Detailed Work Activities:

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

- Operates CCTV truck, flush/vac truck and all related equipment involved in the maintenance, repair, and inspection of storm drains, wastewater collection lines, and other related structures and systems; secures equipment upon completion of work
- Performs rough carpentry work such as building concrete forms, wooden fences, shipping crates and other work in connection with the construction and maintenance of water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Directs and performs all tasks related to the televising and cleaning of the City's wastewater collection system and related appurtenances
- Reviews video reports for possible problems and reports to supervisors
- Operates light truck and other automotive and related equipment
- Operates mechanical saws, cuts trees and branches, observing precautions against personal injury or property damage
- Assembles and sets up appropriate barricades and signs at work sites; performs traffic control as needed

- Drives trucks hauling dirt, sand, gravel, lumber, and other materials to or from places of work
- Services equipment and makes minor field repairs and adjustments; reports the need for major repairs to equipment
- Supervises, as required, and performs manual labor in loading, unloading or other related work
- Trains others in the use and maintenance of CCTV equipment; trouble-shoots equipment malfunctions/problems
- Operates a heavy type of tractor-trailer in hauling heavy machines and construction equipment
- Ensures adherence to safe work practices and procedures
- Operates a backhoe, trencher, side boom or forklift and installing and repairing sewer lines and water lines
- Prepares and maintains a variety of reports and records
- Does servicing or light maintenance work on equipment operated
- Operates various types of maintenance equipment
- Performs related work as required
- May serve as crew leader or any other duty deemed necessary
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills, and Abilities:

- Ability to supervise and obtain efficient results and control of all employees and vehicles under their charge
- Ability to keep records and make reports
- Ability to perform heavy manual labor
- Ability to follow oral and written instructions
- Ability to read and interpret maps, drawings, sketches, blueprints and any other information regarding assigned projects and areas
- Must possess the knowledge and understanding needed to use CCTV equipment, Flush/Vac Truck and other heavy equipment, vehicles, power tools, and hand tools utilized in the televising, maintenance, cleaning and repair of the City's wastewater and storm collection system
- Understanding of the purpose, method and use of safety equipment and safe working practices and procedures and ensure adherence to safe working procedures
- Must possess basic knowledge in operating video equipment and repairs of electronics

- Working knowledge of the locations of streets in the collection system, and locations and characteristics of the sewer collection system and related appurtenances
- Ability to follow directions
- Knowledge of the materials, methods, terminology, and tools used in the maintenance and repair of wastewater collection and related systems
- Ability to read and understand elevations and grades
- Working knowledge of Water/Wastewater distribution and day-to-day operations
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team

Qualifications:

- Experience in the operation of computer systems, heavy equipment, maintenance, and construction work, including some supervisory experience
- 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
- Must maintain Grade 1 Sewer State Certification
- 5+ years of experience in water/wastewater distribution
- 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.)
- Ability to work in a field environment; travel from site to site; work in water, underground, in confined spaces and around traffic and heavy equipment
- Ability to tolerate exposure to noise, toxic gases, waste and infectious materials and inclement weather conditions

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: Utilities Inspector

Department: Water / Wastewater

MISSION STATEMENT:

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Reports to: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

Employees in this class possess a working knowledge of the City of Cullman Water and Wastewater Department's infrastructure, policies, procedures, and overall understanding of utilities and are responsible for performing proper inspections throughout the city's water and sewer system to ensure all requirements are met by contractors and employees, and that work has been completed correctly and in compliance with local and federal laws.

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 brushes 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as transit, laser level, total station, jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state 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
- Operates heavy trenching equipment
- Operates tandem and/or tri-axle trucks involved with sewer and water line maintenance and construction work, hauling pipe, rip rap, brush, trees, limbs, sludge, bio-solids and other materials to and from work sites
- Responsible for hauling equipment with a tandem axle equipment trailer to the work sites such as backhoes, track loaders, and ditch jacks
- Assists semi-skilled laborers, skilled laborers and crew leaders with laying rocks, pipes, pouring concrete, running chain saws, flagging traffic, setting out cones and traffic signs, cutting pipes, setting grades, reading maps, making repairs and installations to sewer lines, restoring and landscaping grounds, and other assigned responsibilities
- Operates a bulldozer in clearing, grubbing, backfilling, and performing grading or moving work
- Operates a backhoe, trencher, side boom or forklift and install and repair sewer lines and water lines
- Operates truck with front end loaders; loads rock, gravel, sand; digs trenches, fills holes with appropriate materials
- Performs water/wastewater maintenance emergencies, water installations, sewer installations, and water main flushing
- Inspects and evaluates water and sewer infrastructure to ensure compliance with local and federal regulations
- Collects and analyzes data from inspections to identify potential issues and recommend improvements
- Follows and relays all instructions to complete all tasks as directed with a small working crew
- Inspects and evaluates water and sewer infrastructure to ensure compliance with local and federal regulations
- Documents findings and prepares reports for submission to regulatory agencies
- Collaborates with other professionals to ensure the integrity of the water and sewer systems
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills, 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 and running adjustments
- 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 water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (tape measure, level) and set up/operate a pipe laser
- Ability to read and comprehend engineered drawings and set grades to drawing specifications
- Mastered skill in water/wastewater maintenance, emergencies, water installations, sewer installations, and water main flushing
- Ability to follow and relay both oral and written instructions
- Knowledge in operating video equipment and repairs to electronics
- Ability to locate/mark utility services underground; basic knowledge in the use of locating equipment
- Strong understanding of engineering principles
- Working knowledge of water and sewer systems
- Good communication skills and the ability to work in a team environment
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team
- Working knowledge of health and safety regulations to ensure safe working conditions

Qualifications:

- Mastered skill and certified experience in the operation of heavy-duty equipment, including some supervisory experience
- Working knowledge of all aspects associated with both water and sewer infrastructure
- Working knowledge of the City of Cullman utility specifications, ordinances and codes
- Availability to work overtime, rotating shifts, and weekends/holidays as needed
- 5+ years of experience in water/wastewater distribution
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class A
- Must maintain Grade 1 State Dual Certification in Water and Sewer
- Position is subject to random drug testing.

Physical Demands:

- 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: Utility Worker

Department: Water / Wastewater

MISSION STATEMENT:

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Reports to: Varies by Assignment

Compensation: Full-Time / Hourly

Description:

This position involves semi-skilled manual labor in support of the City of Cullman's Water and Wastewater Department. Work includes a variety of construction, repair, and maintenance activities essential to the operation of the city's public utilities infrastructure.

Scope of Work:

Employees in this class perform physical tasks that require basic skills in the use of hand tools, power tools, and mechanical equipment.

- Routine tasks are completed with moderate independence
- More complex assignments are performed under the direct supervision of a foreman or a skilled tradesperson.
- Work is subject to inspection during process and upon completion.

Detailed Work Activities:

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

- Operates light trucks, automotive equipment, and related machinery
- 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 water and sewer utilities, sidewalks, curbs, gutters, bridges, and buildings
- Uses equipment such as jackhammers, shovels, picks, rakes, ditch jacks, ductile saws, chain saws, asphalt cutting wheels, pipe wrenches, core drills, tapping machines, and other tools as required
- Reads and uses tape measures and levels; sets up and operates pipe lasers
- Assembles and installs traffic control signs in compliance with state requirements
- Follows all instructions and completes tasks as directed
- Performs any additional tasks assigned by the immediate supervisor

Knowledge, Skills and Abilities:

- Knowledge of basic construction practices and procedures
- Knowledge of common hand tools, power tools, and equipment used in public utilities maintenance
- Knowledge of basic preventive maintenance on assigned equipment
- 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 semi-skilled tasks related to water utilities, sewer utilities, roadway repair, landscaping, and similar work
- Ability to read and understand measuring devices (such as tape measure, level) and set up/operate a pipe laser
- Ability to follow both oral and written instructions

Qualifications:

- Experience performing semi-skilled work in building trades, mechanical trades, equipment operation, or equipment maintenance
- Availability to work overtime, rotating shifts, and weekends/holidays as needed
- Must maintain a valid Alabama driver's license
- Position is subject to random drug testing

Physical Demands:

- 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: Superintendent

Department: Water / Wastewater / Wastewater Treatment

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 accommodations for qualified individuals with known disabilities.

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

Compensation: Full-Time / Exempt

Description:

The Superintendent performs supervisory, administrative and technical services in planning, organizing and directing the activities and operations of the water and sewer departments for the City of Cullman. Supervisors at this level are responsible for the work performance of a group of complex positions. Additionally, they are responsible for planning and organizing work functions, priorities, etc., and recommending significant changes in structure, methods or procedures necessary to meet objectives.

The Water/Sewer/ Wastewater Treatment Superintendent's duties involve establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or inquiries.

Performance Expectations:

The Superintendent of Water and Wastewater will:

- Maintain safe standards for community water services
- Submit an annual, strategic and financially responsible infrastructure 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

Detailed Work Activities :

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

- Directs the daily operation of the Water, Sewer, and Wastewater Treatment departments.
- Evaluates the assigned goals and objectives for the entirety of the water, sewer, and WWTP departments.
- Provides direct supervision to the utility's supervisors, foremen, water and sewer distribution crews, technicians, utilities office clerks and other department employees as needed.
- Make assignments by defining objectives, priorities and deadlines
- Determines work required for 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.
- Monitors department policies and procedures, goals and objectives to ensure operational efficiency.
- Provides strategic departmental planning, 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 and adherence to safety standards; including "tailgate talks" focused on safety.
- Establishes written standard operating procedures (SOPs).
- Prepares and manages water and sewer operating and capital budgets.
- Monitors expenditures and ensures cost-effective use of materials, equipment and labor
- Assists in multi-year capital improvement forecasting and infrastructure lifecycle planning
- Actively seeks, applies for and administers federal, state, and regional grants to support the financial goals of the infrastructure plan
- Coordinates with city engineers, contractors utility providers and other municipal departments
- Ensures compliance with state and federal regulations where applicable
- May be required to attend and present departmental updates at City Council meetings and/or work sessions
- Provides monthly updates to City Council Chair
- Represents the department in public forums related to infrastructure and water/wastewater initiatives

- Supports citywide initiatives, infrastructure expansion and economic development projects
- Recommends the selection, retention, transfer, promotion and separation of employees within the department
- Ensures that employees are knowledgeable of the policies contained in the personnel handbook and adhere to such
- Ensures that employees of the department are informed when any provisions of the employee handbook affect the terms and conditions of their employment
- Carries out the duties and responsibilities provided within the personnel policies and procedures and related departmental rules, regulations and procedures.
- 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 communication 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.
- Supervises, evaluates, and develops departmental staff including crew leaders, equipment operators, and maintenance personnel
- Coordinates with other city departments during emergency response related to weather events and infrastructure failures.
- Performs other related duties as required.

Knowledge, Skills, and 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 Alabama state and federal regulations pertaining to water and wastewater distribution and safety.
- 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 develop date-informed plans and capital improvement schedules
- Experience in identifying and securing infrastructure related grants
- Proficiency in budgeting, procurement, and public sector fiscal management
- Strong leadership ability with demonstrated experience managing field crews
- 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.

QUALIFICATIONS:

- Minimum of ten (10) years' experience in water/wastewater distribution and supervision.
- Must maintain a valid Alabama CDL driver's license for operation of City of Cullman vehicles Class A - Unrestricted.
- Must maintain Grade 1 State Dual Certification in Water and Wastewater.
- Availability to work overtime, rotating shifts, and weekends/holidays as needed.

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.).

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Applicant Signature

Date

Witness

Date

CITY OF CULLMAN MUNICIPAL COURT Payscale FY2026

	Entry	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	MAX
MAGISTRATE	25.51	26.02	26.54	27.07	27.61	28.16	28.72	29.29	29.88	30.48	31.09	31.71	32.34	32.99	33.65	34.32	35.01	35.71
2080 hrs	\$ 53,060.80	\$ 54,121.60	\$ 55,203.20	\$ 56,305.60	\$ 57,428.80	\$ 58,572.80	\$ 59,737.60	\$ 60,923.20	\$ 62,150.40	\$ 63,398.40	\$ 64,667.20	\$ 65,956.80	\$ 67,267.20	\$ 68,619.20	\$ 69,992.00	\$ 71,385.60	\$ 72,820.80	\$ 74,276.80

Potential incentives for hourly employees

* Educational Pay Incentives : 5% (Associate Degree/Honorable Military Service) or 10% (Bachelor's Degree)

CITY OF CULLMAN MUNICIPAL COURT - SALARIED POSITIONS

COURT CLERK	MINIMUM	MAXIMUM
2080 hrs	\$ 80,000.00	TBD

NOTE: Pay Plan is subject to the annual approval of the Cullman City Council and may be adjusted to address cost of living, job market fluctuations and the current economic environment.