

Council Member \_\_\_\_\_ moved adoption of the following Resolution, which was seconded by Council Member \_\_\_\_\_.



## **RESOLUTION 020926-F**

### **ADOPTING OFFICIAL JOB DESCRIPTIONS FOR ALABASTER WATER EMPLOYEES**

**WHEREAS**, the Alabaster Water Board has been dissolved and its operations, personnel, and services have been assumed by the City of Alabaster; and

**WHEREAS**, the City Council of the City of Alabaster recognizes the need to formally adopt job descriptions for all positions within the Alabaster Water Department to ensure continuity of operations, clarity of responsibilities, and consistency with City personnel policies; and

**WHEREAS**, the adoption of these job descriptions is necessary to support the effective transition of utility services under direct municipal management beginning March 1, 2026.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALABASTER, AS FOLLOWS:**

#### **Section 1. Adoption of Job Descriptions**

That the City Council hereby adopts the official job descriptions for Alabaster Water employees, effective **March 1, 2026**, as part of the City's personnel and organizational structure following the dissolution of the Alabaster Water Board.

#### **Section 2. Positions Included**

The job descriptions being adopted include the following positions:

- Meter Reader
- Senior Meter Reader
- Utility Service Representative
- Field Services Technician
- Field Services Technician II
- Senior Field Service Technician
- Field Services Crew Leader
- Field Services Supervisor
- Operations Manager
- Water Operations Specialist
- Water Production Supervisor
- Grade 4 Operator – Water
- Facility Maintenance Technician
- Construction Services Specialist
- Construction Services Specialist II
- Construction Services Crew Leader
- Construction Services Manager
- Customer Service & Community Concerns Coordinator
- Customer Service Purchasing Manager
- Billing Coordinator
- Billing Supervisor
- Billing Manager
- Human Resources Specialist
- Assistant Finance Director – Utilities

#### **Section 3. Implementation**

That the Mayor and appropriate department directors are hereby authorized to implement these job descriptions and take all necessary actions consistent with this Resolution.

**Section 4. Effective Date**

This Resolution shall become effective immediately upon adoption, with job descriptions effective **March 1, 2026**.

**PASSED, ADOPTED, AND APPROVED THIS 9TH DAY OF FEBRUARY 2026.**

ATTEST:

CITY OF ALABASTER

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J. Mark Frey, City Clerk

Greg Farrell, Council President

APPROVED:

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Scott Brakefield, Mayor