

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

**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

\_\_\_\_\_  
J. Mark Frey, City Clerk

\_\_\_\_\_  
Greg Farrell, Council President

APPROVED:

\_\_\_\_\_  
Scott Brakefield, Mayor